OPEN SYSTEMS® Accounting Software

Fixed Assets
User's Manual

PN/2210.FA60

© 1998 Open Systems Holdings Corp. All rights reserved.

Document Number 2210.FA60

No part of this manual may be reproduced by any means without the written permission of Open Systems Holdings Corp.

OPEN SYSTEMS is a registered trademark and OSAS, Resource Manager, Resource Manager for Windows, and Report Writer are trademarks of Open Systems Holdings Corp. BB^{X} is a trademark and PRO/5 and Visual PRO/5 are registered tradmarks of BASIS International Ltd. Novell and NetWare are registered trademarks of Novell, Inc. Microsoft, Windows, Windows 95, Windows NT, and MS-DOS are either trademarks or registered trademarks of Microsoft Corporation. Adobe and Acrobat are registered trademarks of Adobe Systems, Inc. TrueType is a registered trademark of Apple Computer, Inc.

Open Systems Accounting Software for UNIX uses PKUNZIP utilities from Ascent Solutions, Inc., 9009 Springboro Pike, Miamisburg, OH 45342. Phone: (937) 847-2374 Internet: www.asizip.com

Printed in U.S.A. This manual is recyclable.

April 1999, Release 6.00

This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

Open Systems Holding Corp.
1157 Valley Park Drive
Suite 105
Shakopee, Minnesota 55379

General Telephone	(612) 403-5700
General Fax	(612) 496-2495
Support Telephone	(800) 582-5000
Support Fax	(612) 403-5870
Internet Address	www.osas.com

Contents

Introduction

General lnformation	1-3
The Fixed Assets System	1-5
Conventions	1-11
Text Menu	1-15
Graphical-Style Menus	1-19
Favorites Menu	1-29
Function Commands	1-33
Reports	1-41

Installation and Conversion

Installation	2-3
Conversion	2-5

Setup

Setup Considerations	3-3
Setup Checklist and Functions	3-7

Period Work

Compute Period Depreciation	4-3
Print Period Depreciation	4-7
Post Period Depreciation	4-11

Forecasting

Lease vs Buy Analysis	5-3
Loan Amortization	5-13
Trial Depreciation	5-19

Reports

Additions Journal	6-3
Retirements Journal	6-7
Asset Value Report	6-11

Year End

Depreciation Comparison Report	7-3
Gains and Losses Report	7-7
Depreciation Summary Report	7-11
Credit Summary Report	7-15
Credit Recapture Report	7-19
Property Assessment Schedule	7-23
Depreciation Tax Report	7-27
Year-End Maintenance	7-41
Percent of Business Use Report	7-45

File Maintenance

Fixed Assets	8-3
Tables	8-23
Depreciation Tables	8-31
Retire Assets	8-35

Master File Lists

Fixed Assets List	9-3
Tables List	9-7
Depreciation Tables List	9-11
Retired Assets List	9-15

References

System Messages	A-1
Glossary	B-1

Index

Introduction 1

General lnformation	1-3
The Fixed Assets System	1-5
Conventions	1-11
Text Menu	1-15
Graphical-Style Menus	1-19
Favorites Menu	1-29
Function Commands	1-33
Reports	1-41

General Information

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

The Structure of OSAS

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. To use OSAS, you must run Resource Manager through an operating system based on Microsoft® Windows™, Windows 95®, Windows NT®, UNIX®, or Novell® NetWare®. OSAS operates on LAN systems, across a web server using the OSAS Web program, and within a single computer. After you install Resource Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

After Resource Manager is installed, you can install the other applications in any order unless their user's guides specify otherwise. The other applications are of two general types: base applications and Tools of the Trade™.

Base applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are Payroll, Inventory, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, General Ledger, and so forth.

Tools of the Trade

Tools of the Trade are applications designed for particular industries or to run specialized operations. For example, Fully Automated Service Tracking (F.A.S.T.) was produced with the automotive industry in mind and requires the presence of Accounts Receivable. Field Service was produced with the outbound service industry in mind (for example, the copier business) and works with the Inventory application. Bill of Materials/Kitting was produced with several industries in mind but works best when you need to sell several units as one or build one unit from several; it requires the presence of Inventory.

The Fixed Assets System

Use the Fixed Assets system to calculate and track depreciation of your company's fixed assets—anything with a useful life of more than one year that is used to produce income and is not intended for sale. Standard methods of tracking depreciation—such as straight line, sum-of-the-years' digits, declining balance, ACRS, and MACRS—are available. The Fixed Assets system provides four sets of asset depreciation records: book, federal tax, other, and alternative minimum tax (A.M.T.).

In addition to calculating and tracking depreciation, the Fixed Assets system offers a wide array of reports to help you keep on top of current depreciation. It also offers planning utilities to help you determine the best methods for future depreciation.

Menu Structure

The Fixed Assets menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

File maintenance

Use the functions on the File Maintenance menu to set up and maintain information about your fixed assets. For example, use the Fixed Assets function to establish and update information about your assets. You will probably use the File Maintenance functions less often than any of the other Fixed Assets functions: once to set up the system and each time you want to add or change a valid code or ID.

Period work

After you establish the valid codes and IDs through the File Maintenance functions, you can use the Period Work functions to compute depreciation for a specified accounting period, produce a report to check the calculations, and then post the depreciation to the assets' records.

Forecasting

The Fixed Assets system contains three forecasting functions that can help you make decisions about the future of your fixed assets. The Lease vs Buy Analysis function can help you decide whether to rent or purchase an asset. The Loan Amortization function helps you determine the best combination of down payments and monthly payments for a loan. The Trial Depreciation function helps you determine which method of depreciation best suits your needs.

Reports

Fixed Assets offers three reports that summarize information from files:

- The Additions Journal contains the asset acquisition data you entered in the Fixed Assets function. Use this journal to review asset acquisition and valuation information.

- The Retirements Journal shows the reason for retirement, retirement code, estimated depreciable and actual depreciable life, and base and depreciation costs retired for the retired items you select. Use this information to analyze the depreciation of items that have been retired but not deleted.

- The Asset Value Report shows the book, assessed, insured, and at-risk value of each asset. Use it to review the individual or net value of your assets and to evaluate your insurance coverage.

Use the Reports functions as often as necessary to produce summarized information about assets' statuses, values, and so forth. Any single report can be valuable as you need it; combined, reports can be invaluable when you want to detect trends in your business's financial situation that a single function or report could not show.

Year-end

After doing a year's worth of period work, use the Year-End functions to produce a number of useful reports, to update the Fixed Assets files, and to prepare the system for another year of computing period depreciation.

Master file lists

Information that you enter in the File Maintenance functions is kept in major files. Use the Master File Lists functions to produce the contents of the files: details about assets, depreciation tables, and retired assets.

File Information

The information you enter in Fixed Assets functions is stored in files. Fixed Assets uses three major files.

The FAMAxxx file holds arbitrarily defined attributes that you can assign to each asset. This file serves as a permanent source of information: data stays in this file until you remove it.

The Fixed Assets file is the backbone of the system. It contains assets records and current-year and historical depreciation information. Use the Fixed Assets function to create fixed assets records.

The FARJxxx file is an internal file created and maintained through the Retire Assets function. You can use the Retirements Journal and the Retired Assets List to see the contents of this file.

When you retire an asset, in part or in whole, the system creates a retirement record in the FARJxxx file, using information from the FAMAxxx file and information you enter during the retirement (see **File Interaction** below).

The FATAX file contains the depreciation tables supplied by the IRS. The original file—with the established, most recent tables—comes with the Fixed Assets system. As tax regulations change, use the Depreciation Tables function to revise the tables and add new ones.

The FATAX file is read by functions throughout the Fixed Assets system. Most important, the Year-End Maintenance function uses it to calculate annual depreciation for the next year.

Note

The FATAX file supplied with Fixed Assets version 6.00 is markedly different from that supplied with Fixed Assets version 3.x. If you are upgrading from Fixed Assets version 3.x, see chapter 2.

File Interaction

The Fixed Assets application tracks asset depreciation. General information about assets, insurance and credits taken against assets, and information asset depreciation calculations are based on and the results of the calculations that are kept in the FAMAxxx file.

When you create an asset record, you define the estimated annual depreciation for the first year of the asset's life (the depreciation method is stored in the FATAX file). When you use the Compute Period Depreciation function, the system divides the annual depreciation by the number of periods you are processing, multiplies the result by the percentage of business use, and enters the product in the Current Depreciation fields in the columns you are processing.

When you use the Post Period Depreciation function, the system adds the current depreciation to the year-to-date depreciation and resets the current depreciation to zero.

When you use the Year-End Maintenance function, the system adds the year-to-date depreciation to the accumulated depreciation taken, resets the YTD Depreciation field to zero, adds the annual depreciation to the accumulated eligible depreciation, and calculates the annual depreciation for the next year. You can also delete specific retired asset records from the FARJxxx file during year-end processing.

When you use the Retire Assets function, the system enters a retirement date in the asset record in the FAMAxxx file, changes the asset status to *retired*, and posts all the asset depreciation fields to corresponding fields in the FARJxxx file. A retirement record is created in the FARJxxx file, using the information from the FAMAxxx file and information you enter during the retirement:

- asset ID (plus a 2-character retirement sequence number)
- retirement reason
- retirement code
- retirement date
- quantity retired
- asset dollar value retired
- retirement proceeds
- retirement expenses
- retirement credits
- depreciation methods for each column (from the FATAX file)
- general ledger asset account number

The retirement record also includes these fields for each column (Book, FedTax, A.M.T., and Other):

- depreciation beginning period and year
- depreciation ending period and year
- estimated and actual asset life

Finally, the system uses the retired base cost and retired asset dollar value to calculate a retirement percentage and uses the retirement percentage to calculate the following values for each column:

- salvage amount retired
- other bonus depreciation retired
- 179 expense amount retired
- applied credits retired
- base cost retired
- year-to-date depreciation retired
- accumulated eligible depreciation retired
- total depreciation retired (accumulated depreciation taken + year-to-date depreciation + current depreciation)

Application Interaction

Fixed Assets can be used as a standalone application, but you can get optimal use from it when you interface it with General Ledger through the Options and Interfaces function.

If Fixed Assets is interfaced with General Ledger, the account numbers you enter in the assets records must be set up in the GLMAxxx (General Ledger Master) file. You can then use the **Inquiry (F2)** command to look up and select general ledger accounts.

After you define the accounts in the assets records, posting period depreciation debits the depreciation expense account and credits the accumulated depreciation account for the sum of the current depreciation amounts in the Book column.

Note

Retiring an asset does not remove it from the general ledger asset accounts. After you retire and dispose of an asset, you must make a manual GL Journal entry to remove the asset from your books.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

This User’s Manual is divided into these sections, made up of several chapters:

- The “Introduction” provides an overview of this application and the OSAS system, including installation procedures, graphical and text-based application features, and function key references.
- “Installation” explains the steps necessary to begin using this application in your company, including how to install the application on your system.
- The last part of your manual is made of several chapters, each chapter describing a function group within this application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click, right-click, double click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS memory and disk space requirements vary according to the operating system you use and the size of your data file. Consult the *Resource Manager User's Manual* for more information.

Starting OSAS

To start OSAS on a Windows machine, double-click the OSAS icon on the desktop or in the appropriate folder.

To start OPEN SYSTEMS Accounting Software on a non-Windows machine, enter **osas** at the operating system prompt.

The command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *lerxst*, specify that information to enter the system:

osas -t T2 **-c** B **-a** lerxst

You can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

Menu Conventions

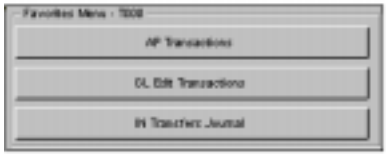
When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or DOS, the Text menu appears. If you are using the Resource Manager for Windows, you can choose between the Text Menu, Graphical Menu, or Start Menu. In Windows, use the Workstation Configuration Defaults function in Resource Manager to select the style of menu you want displayed. The following pages describe how you use each of these types of menus.

Favorites Menu

The Favorites menu operates in the text-based format as well as in the graphical formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you have application entries in Transactions (Accounts Payable), Transfer Journals (Inventory), and Edit Transactions (General Ledger), rather than enabling each application menu by menu, you could set up a Favorites Menu where, with one press of the enter key or a click on the button, your application would be open for work.

Favorites Menu: Graphical Style

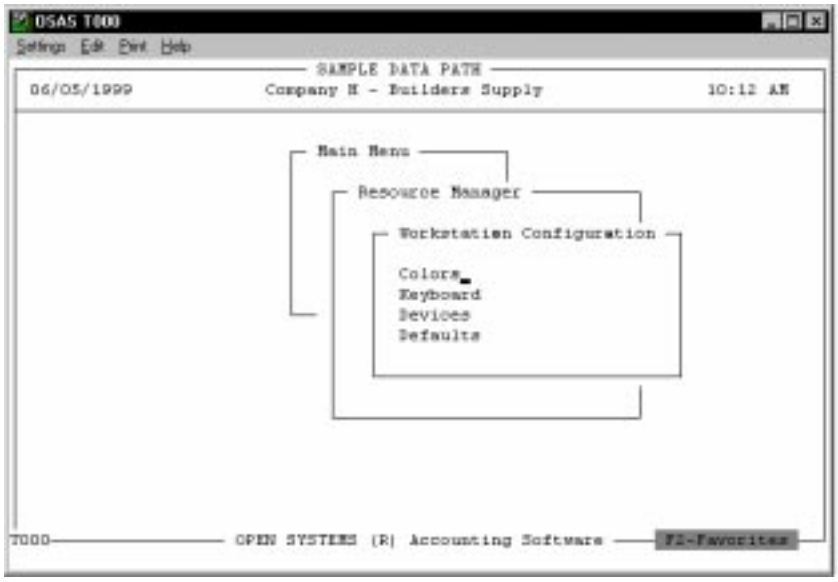


For Favorites Menu set up information, see page 1-29.

Text Menu

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system

Function Keys Used in the Text menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. The application's user's manual will describe the function if necessary.
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.

Key	Operation
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up Arrow Down Arrow	Move the cursor up or down through the menu selections.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. Use this command to turn off the bell. To turn the bell back on, use this command again.

Graphical-Style Menus

There are two types of graphical-style menus to choose from. The standard Graphical menu features application buttons that resemble many Windows functions. The Start Main menu is named because of its functional resemblance to the Start menu in Windows 95 and Windows NT. Featuring graphical displays, access buttons for your installed applications, and allowing access to OSAS functions via both the mouse and function keys, both graphical-style menus allow you a greater selection of interaction with OSAS and your data.

Both graphical-style menus are available in a Windows environment only.

Much like the Text menu, when you select an application in either graphical menu, the application's menu, presenting several related functions, is displayed beside the Main menu. Selecting a function leads you to a function screen or to another menu.

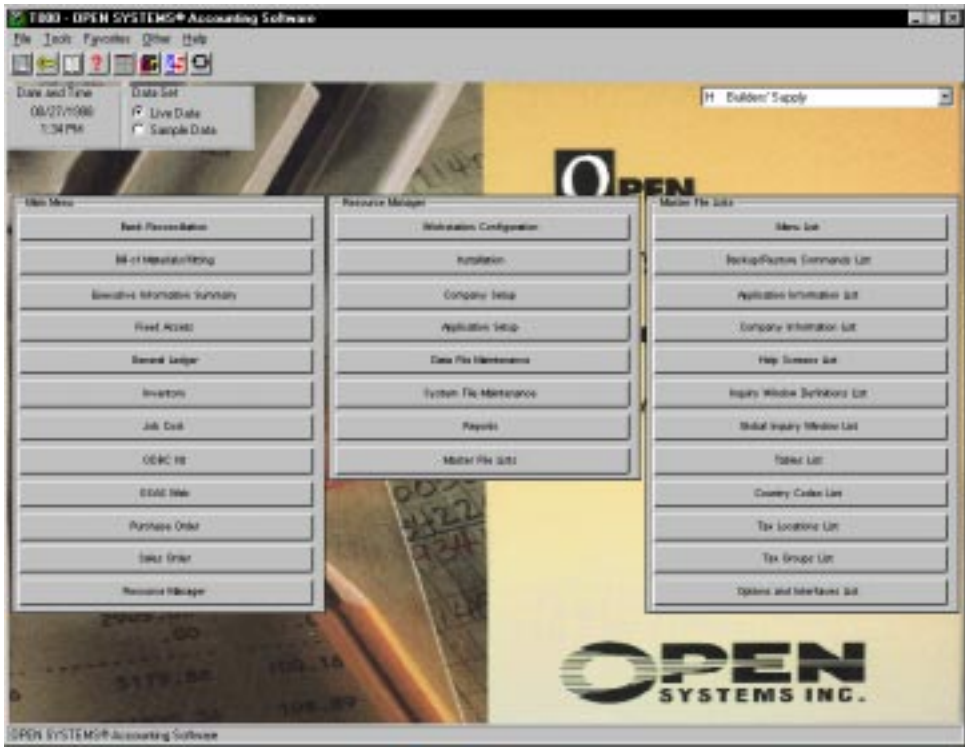
If you are using the Graphical menu, click the appropriate button with the mouse to select an application from the Graphical menu. To select a function from an application menu, click the function's button with the mouse the same way as you do for an application.

If you choose the Start menu you can select applications from the Main menu in these ways:

- Use the arrow keys and press **Enter**
- Click the selection
- Hold the mouse over the selection

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on previous menus.

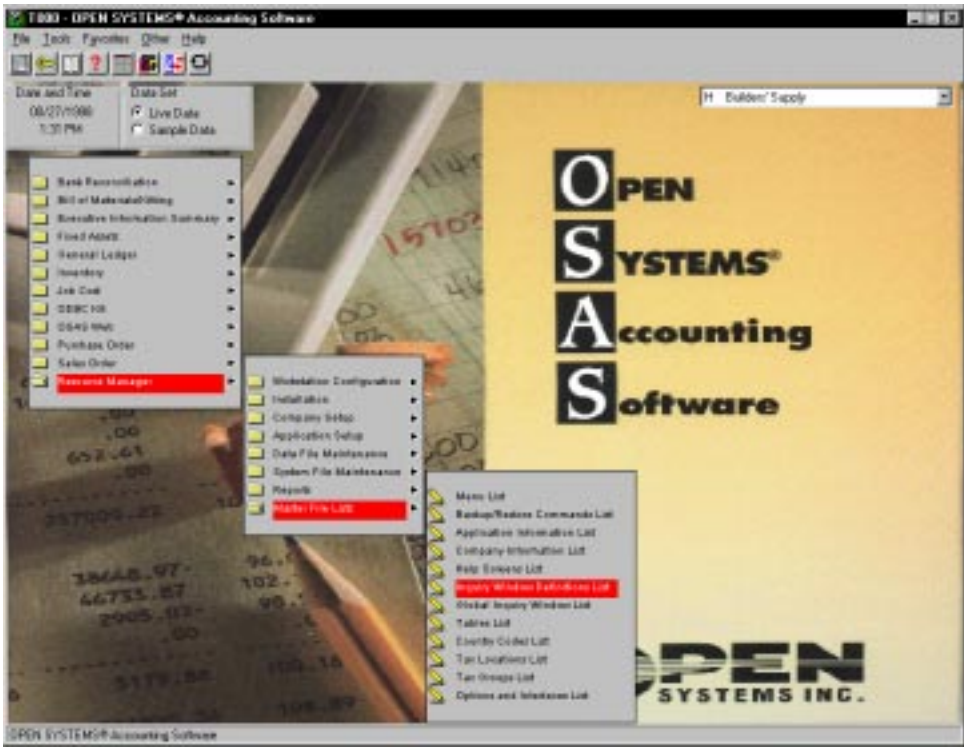
Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Start Main Menu



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu item
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Special Commands in Graphical menus

Right-click to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys.

Key	Operation
F1 (Key Help)	Displays the list of Icons and Functions keys available to you.
F2 (Favorites Menu)	Displays the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.

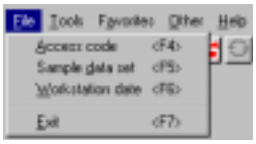
Key	Operation
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. This application does not use an application setup function.
F10 (Change to Favorites)	Allows you to add to and delete from your Favorites menu. (works only with Start-style menu).
Right-click	Displays the a functions display box.
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.

Window Title Bar Menus

When working using the graphical menus, you can use the pull-down menus and tool buttons (graphical icons) to access functions without using the function keys. While the function keys still work in the graphical menus, the menu bar and icons offers you a choice in how you access certain functions.

Using the mouse, move the cursor to the menu and click once, or, click on an icon for the function desired. Pictured below is the OSAS pull-down menu/icon selection.

File Menu

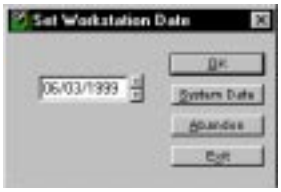


Command	Icon	Key	Result
Access code		F4	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		F5	Toggles between the Sample Data and the Live Data.
Workstation date		F6	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		F7	Exits from OSAS.

Access Code dialog box

1. Enter the access code.
2. Click **OK** to save your entry and return to the Main Menu or **Exit** to abandon the dialog box and return to the Main menu.

Workstation Date dialog box



1. Enter the date, or use the up/down buttons to increase or decrease the date.

2. Select **OK** to change the workstation date, **System Date** to change the workstation date to match the operating system date, **Abandon** to exit without changing the date, or **Exit** to return to the Main menu.

Tools Menu

Command	Icon	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu

Command	Icon	Key	Result
Change to Favorites		F2	Displays the Favorites menu/Main menu. See *Favorites Menu* on page 1-29.

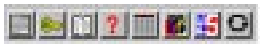
Other Menu

The Other menu contains a set of utilities. A calculator and Global Inquiry (which consolidates and presents data from other applications) are some of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about the utilities on the Other menu.

Help Menu

Command	Icon	Key	Result
Help		F1	Displays the online help.
About OSAS			Displays the About OSAS dialog box.

Toolbar Icons



There are three icons on the toolbar that were not described above.

Icon	Key	Result
		Displays the Application Information dialog box.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See the *Resource Manager User's Manual*.

Other Graphical Screen Features

The graphical screens offer more than shortcuts to application functions. In version 6.0, you can, at a glance or with a mouse click, determine the date and time, switch between live and sample data, and switch between companies and their data sets.

Date and Time

The workstation date and time are displayed.

Data Set

Check the Live Data radio button to work with live data. Check the Sample Data radio button to work with sample data.

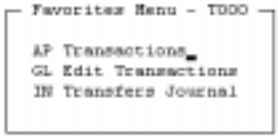
Change Company Field

Select the company to change to.

Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the F2 button (or selecting the mouse pull-down menu).

Favorites Menu: Text Style



There are two ways you can set up your Favorites menu, depending on if you use the text-style menu or the graphical-style menus.

To set up the text-style Favorites menu, follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press **F10**.

You can press F2 to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press **F10**.

Favorites Menu: Start-Style

To set up the graphical-style display (you can find an example of the graphical-style Favorites menu on page 1-14), follow these steps:

1. Position the cursor over the submenu or function you want placed into your Favorites menu.

2. Right-click on the function or submenu. The Favorites menu set up box (shown below) appears.

3. Click on Add to Favorites.

Screen Use

Screen	Description
Add to/Remove Favorites	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data	Switches between your sample data and your live data.
Setup	Clicking on this button or pressing F9 sets up the selected application. Setup works only in certain applications. If an application requires a setup function, you will find instructions in that application's user's manual.
Function Information	Displays information about the selected function.

Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the commands window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 (Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.

Key	Operation
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift + F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or Down Arrow (Enter)	Move the cursor to the next field and accept the data entered.
Up Arrow	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl + V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. Use this command to turn off the bell. To turn the bell back on, use this command again.
Ctrl + F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.

Key	Operation
Ctrl + O (Show/hide function keys)	If this option is turned on, the applicable function keys are displayed on the screen. If this option is turned off, no keys are displayed.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted help screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right Arrow	Move the cursor to the right.
Left Arrow	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.

Key	Operation
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.

Inquiry Commands

When you use the **Inquiry** (**F2**) command, several other commands become available for you to use in the inquiry window.

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field before you use the **Inquiry** command. The inquiry list will start with *J* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.

Key	Operation
Home	Move directly to the first item on file.
Down Arrow	Move down one item.
Up Arrow	Move up one item.
Ins (Look up)	Enter a string of information. If you have an idea of what you are looking for and the ID is longer than one character, you can make a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Search Commands

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Search** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift + F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Key	Operation
Shift + F5 (Detail Lookup)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Shift + F6 (Lot–Item Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F7 (Serial Number–Item Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F8 (Item Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left Arrow	Move left one character.
Right Arrow	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.

Key	Operation
Up Arrow/Down Arrow	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down Arrow	Move down one line item.
Up Arrow	Move up one line item.
PgUp	Move to the previous screen or to the first line if you are on the first screen.
PgDn	Move to the next screen or to the last line if you are on the last screen.
Home	Move to the first line item in the entire list.
End	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output Device

Report functions screens offer four output options: printer, file, screen, and end.

- When you need a hard copy of a report, select **P**, and either accept the printer that appears or enter the code for the printer you want to use.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  If you want to stop printing after it has begun, press **Ctrl** + **Break**.

- If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select **F**. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

- To preview the report—you must be using the Visual PRO/5 Interpreter and have a sysprint printer in your CONFIG.BBX file—select **R**.

  If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

  In the Printer dialog box that appears, select a sysprint printer and press **Enter**. The report is displayed on the screen.

- To view the report on the screen, select **S**. If the workstation default for compressed characters is *inactive*, the report is displayed in standard character mode. If the default is *active*, you can select standard mode or compressed mode. See your terminal documentation and the section on the termcap file in the *User's Reference Guide (PRO/5)*.

  If the message **End of Page** appears at the bottom of the report screen, you can press **Enter** to generate the next page of the report. If the message **End of Report** appears at the bottom of the report screen, you can press **Enter** to exit to the menu you selected the report from.

- If you need to change some selections before you produce the report, select **E** and then press **Enter**. To end the function and return to the menu without producing the report, select **E** and then use the **Exit** (**F7**) command.

Installation and Conversion 2

Installation	2-3
Conversion	2-5

Installation

You can put this version of Fixed Assets on the system in one of two ways: you can install a new system, or you can convert the old files and upgrade the system. Installation is explained in this section.

Before You Install Fixed Assets

You may need to take some preliminary steps before you install Fixed Assets.

1. If you plan to use General Ledger with Fixed Assets, install and set up the current version of General Ledger first.

2. Install Fixed Assets.

The Fixed Assets system needs a minimum of one megabyte (1M) to work correctly with programs, sample data, Report Writer data dictionaries, and Report Writer reports and instructions. Having another megabyte available is a good idea if you want to keep summary and detail history for transactions. The system runs best when at least 640 kilobytes of main memory is free for use. You might want to make adjustments to your system before you install Fixed Assets.

Installing Fixed Assets

Use the Install Applications function in Resource Manager (see the *Resource Manager User's Guide*) to install Fixed Assets. No special considerations need to be made for Fixed Assets when you use the function.

Conversion

You can put this version of Fixed Assets on the system in one of two ways: you can install a new system, or you can convert an older version of Fixed Assets to the current version, keeping your older files intact.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Fixed Assets. You can upgrade it from version 3.2, 4.0x, 4.1x, or 5.xx. If you want to convert to version 6.00 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new version of Fixed Assets before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

Consider Your Setup

Before you try to convert your version of Fixed Assets to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a newer version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

Converting to Version 6.00

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.

OSAS T000
Settings Edit Print Help
Data File Conversion
Select directory on which to create files.
1. D:/OSA560/sample/
1
Enter directory that contains the files to be converted.
Do you want source files erased after conversion?
Do you want conversion to pause if a problem is found?
Appl Description Version
Appl Description Version
Company H
Verify

1. Enter the number of the target directory. (The system assigns a number to each OSAS data path with assigned values.)

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, enter **Y**; if not, enter **N**.

4. If you want the conversion process to pause if a problem occurs, enter **Y**; if not, enter **N**. The system considers evidence of data not converting correctly or file corruption a problem.

5. Enter **FA** in the Appl column; *Fixed Assets* appears.

6. Enter your present version number of Fixed Assets, and press **Enter**. (When you enter OSAS, the copyrights screen shows the version of Fixed Assets you have.)

7. If data files already exist for FA in the intended destination path, the following prompt appears: **FA Data files exist. Do you want this task to erase them**. If you want to erase the existing files and convert the files from the version in the source path, enter **Y**; if not, enter **N**. If you enter N, you must change your entries so that no conflict exists.

8. To convert, use the **Proceed** (**PgDn**) command.

9. The following prompt appears: **Do you wish a printout of error log after each application**. If you want the error log to be produced after files are converted for each application, enter **Y**; if you want the log to be produced after files for all applications are converted, enter **N**. If you are converting only Bank Reconciliation files, your answer to this prompt makes no difference.

10. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, enter **Y**. To let the conversion run its course and investigate later, enter **N**.

11. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu with Fixed Assets 6.0 added appears.

Setup 3

Setup Considerations 3-3

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces:

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0-9)
  uppercase letters (A-Z)
  lowercase letters (a-z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically.* If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, if you purchase two nearly identical drill presses, you can label them DRILLPRES0001 and DRILLPRES0002, differentiating them by suffix ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three items in between.

Setup Checklist and Functions

Follow the steps in the checklist below to set up the Fixed Assets system. Each step is explained in this section.

1. Set up the options and interfaces.
2. Build the tables.
3. Build the depreciation tables.
4. Build the FAMAxxx (Fixed Assets) file.
5. Set up access codes.
6. Set up a backup schedule.

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Fixed Assets can be interfaced with General Ledger.

If you interface Fixed Assets with General Ledger, the account numbers you enter in the asset records must be set up in the GLMAxxx (General Ledger Master) file. Then you can use the **Inquiry (F2)** command to look up and select general ledger account numbers when you enter asset records (page 3-12) and create Journal entries when you post period depreciation (page 4-11).

After you define the accounts in the assets records, posting period depreciation debits the depreciation expense account and credits the accumulated depreciation account for the sum of the current depreciation amounts in the Book column.

Note

Retiring an asset does not remove it from the general ledger asset accounts. After you retire and dispose of an asset, you must make a manual GL Journal entry to remove the asset from your books.

Options and Interfaces screen

Select **Options and Interfaces** from the Resource Manager Company Setup menu. The Options and Interfaces screen appears.

The name of the company you are working with is displayed. Specify whether the Options table is *shared* or *owned*. (See the *Resource Manager User's Guide* for more information about Options tables.) Then enter **FA** as the ID of the application you want to work with. The Fixed Assets Options screen appears.

Enter = toggle, Write

To toggle an option (for example, between YES and NO), press **Enter**.

When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager Company Setup menu.

For Fixed Assets, there is only one option: whether or not you want to interface Fixed Assets with General Ledger. This interface option depends on whether or not General Ledger is installed. Do not try to interface Fixed Assets to General Ledger if General Ledger is not installed.

Tables

Tables store information relating to the system, data, options, and other applications.

You must set up the following tables before you use the Fixed Assets system:

- ACPRDxxx
- LOCATxxx
- TAXDTxxx

You must set up one ACPRDxxx table for each company in the system. You can set up the LOCATxxx and TAXDTxxx tables for individual companies and/or all companies.

Note

You must enter **OWN** in the Option Table Type field in the Options and Interfaces function to be able to set up company-specific tables.

For example, you can set up table LOCAT for companies that use the same location names; and you can set up table LOCATA01 for company A01, LOCATB01 for company B01, and so on if those companies use different location names.

If you delete a company-specific table, that company uses the generic table. For example, if you delete table LOCATA01, company A01 uses the LOCAT table.

For more information about these tables, see page 8-24.

Depreciation Tables

The Fixed Assets system makes extensive use of tables supplied by the IRS to calculate depreciation. All the established, current depreciation tables and selected tables from earlier years are provided with the Fixed Assets system. However, since tax laws change frequently, you may need to add or change depreciation tables before you begin Fixed Assets processing.

Note

Consult your accountant to determine if you need to change these tables or add tables before you begin Fixed Assets processing.

Depreciation tables are shared by all companies on your system.

For information about how to add or revise depreciation tables, refer to the Depreciation Tables function on page 8-31.

Fixed Assets

The FAMAxxx (Fixed Assets) file is the backbone of the system. It contains the records of all assets and current-year and historical depreciation information. Use the Fixed Assets function to create or update fixed assets records.

If you are upgrading from an earlier version of Fixed Assets, the FAMAxxx file is created and the initial balances (on the Depreciation subscreen) are set when you convert the old data files.

If you are installing Fixed Assets for the first time, you must collect the up-to-date information about the assets you own and enter the information into the FAMAxxx file before you begin operations.

Generating initial depreciation values

You can generate the initial depreciation values in one of two ways, depending on two factors:

- whether or not you calculated and recorded depreciation before using this application
- whether or not you want to recalculate the depreciation for the entire lives of the assets

If you have been calculating and recording depreciation all along (and do not want to recalculate), first enter the base cost, salvage value, other expenses, accumulated depreciation (from prior years), annual depreciation (projected for the current year), and year-to-date depreciation taken in each asset record. Then begin processing with the current period. The system calculates the current-period depreciation and remaining depreciable base.

If you have not been calculating and recording depreciation or if you want to recalculate the depreciation for the entire lives of the assets, follow these steps:

1. Collect your assets records and organize them by the fiscal year you purchased the asset.
2. Set up the Fiscal Year field in the ACPRDxxx table to the first year you purchased assets.
3. Enter the required information on the General Information and Valuation and Credits subscreens for each asset. Be sure to enter the correct acquisition and placed-in-service dates for each asset (unless you use half-year convention ACRS). Then enter the base cost, salvage value, and other expenses and credits values on the Depreciation subscreen, but leave the accumulated, annual, year-to-date, and Current Depreciation fields blank.
4. After you have entered the assets purchased in one year, go back to step 2 and set the fiscal year to the next year you purchased assets. Repeat steps 2, 3, and 4 until all the assets records are entered.

5. After you have set up the assets records, change the fiscal year in the ACPRDxxx table to the first year you depreciated assets. Then use the functions on the Period Work menu (chapter. 4) to compute and post retroactive depreciation, beginning with the period the oldest asset was placed in service.

6. Continue to compute and post period depreciation, cycling through the periods in sequence and performing year-end maintenance when required until you reach the current period.

Because the system uses the Date Placed in Service, Depreciation Begin Period, and Depreciation End Period fields as the keys to determine when to start and stop depreciating each asset, this method produces accurate historical values.

Note

Because of the acceptable range of variations in depreciation calculation and accounting methods, the results achieved through this method will be internally consistent, but they may not match the results achieved through manual methods.

For more information about entering fixed assets, refer to the Fixed Assets function on page 3-10.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager Access Codes function to set up access codes on your system. You can set up access codes for the Fixed Assets system itself, for menus in the system, or for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A code for each company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What should be protected

Because of the sensitive nature of some of the information in the Fixed Assets data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Fixed Assets application itself, each of the Fixed Assets menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Guide*.

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up data files

Back up your Fixed Assets data files whenever they change—every day or every week—and before you run these functions:

- Compute Period Depreciation
- Post Period Depreciation
- Year-End Maintenance
- Retire Assets

Depreciation tables

After you have completed Fixed Assets installation, back up the FATAX (Depreciation Tables) file in your data path. This file is not installed; it is created when you install Fixed Assets. Therefore, if the FATAX file is corrupted, you cannot simply recopy it from the distribution media.

Backing up programs

Once a month or so, back up your programs. Even though these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Diskettes

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup diskettes, keeping one set off-site.

Use Resource Manager

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Period Work 4

Compute Period Depreciation	4-3
Print Period Depreciation	4-7
Post Period Depreciation	4-11

Introduction

Period work consists of computing, checking, and then posting depreciation to your assets. You should perform period work at regular intervals. Just how regularly you perform it depends on the depreciation methods you use and the number of periods in your fiscal year.

The functions in this chapter explain the entire cycle of calculation, assessment, and then the posting of depreciation.

Compute Period Depreciation

Use the Compute Period Depreciation function to calculate the depreciation of active assets.

The depreciation methods you use and the number of periods in your fiscal year determine whether you should calculate and post depreciation at the end of every accounting period. You can calculate depreciation for any combination of columns and for the current period or for a range of periods in the current year. For example, you can calculate and post the Book column depreciation at the end of every accounting period (to keep the general ledger current) but wait until the end of the year to calculate the FedTax column depreciation.

How Period Depreciation Is Calculated

When you set up an asset, you define its value and the depreciation method. When you run the Year-End Maintenance function, the system uses the information you entered to calculate the annual depreciation for the next year.

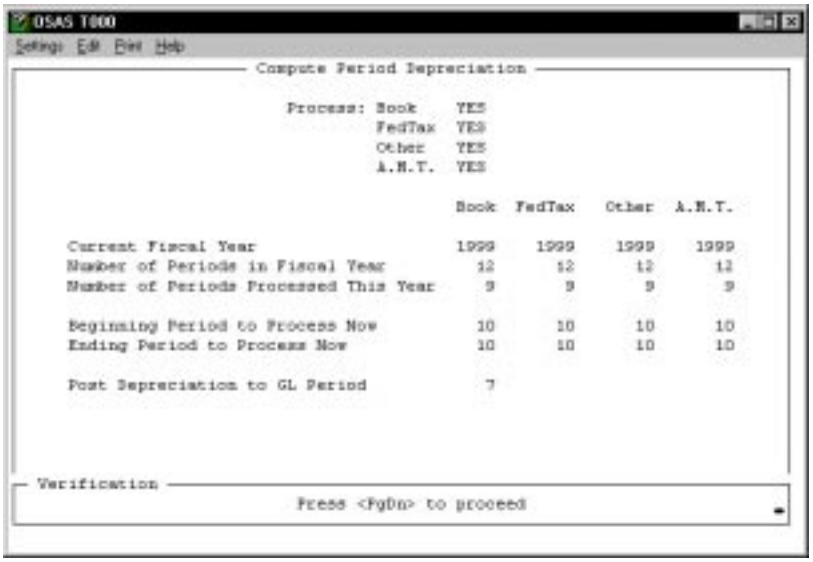
The Compute Period Depreciation function divides the annual depreciation by the number of periods in the fiscal year and places the result in the Current Depreciation field. For example, if you have an asset with an annual depreciation of $1200, use a 12-period fiscal year, and compute depreciation for only one period, the system divides $1200 by 12 and puts $100 in the Current Depreciation field.

Current and Year-to-Date Depreciation

When you use the Post Period Depreciation function, the amount in the Current Depreciation field is added to the amount in the YTD Depreciation field, and the Current Depreciation field is reset to zero. If Fixed Assets is interfaced with General Ledger, the total Book column current depreciation for active assets is debited to the depreciation expense account and credited to the accumulated depreciation account.

Compute Period Depreciation Screen

Select **Compute Period Depreciation** from the Period Work menu. The function screen appears.


OSAS T000
Settings Edit Print Help
Compute Period Depreciation
Process: Book YES
FedTax YES
Other YES
A.M.T. YES
Book FedTax Other A.M.T.
Current Fiscal Year 1999 1999 1999 1999
Number of Periods in Fiscal Year 12 12 12 12
Number of Periods Processed This Year 9 9 9 9
Beginning Period to Process Now 10 10 10 10
Ending Period to Process Now 10 10 10 10
Post Depreciation to GL Period 7
Verification
Press <PgDn> to proceed

The system checks the ACPRDxxx table to see if period depreciation has been computed. If it has, this prompt appears:

Period depreciation already computed. Do you want to recompute?

To leave the existing numbers intact, enter **N**. To recompute the period depreciation, enter **Y**.

Field	Description
Process	You can select any combination of books to depreciate. Enter **Y** in the fields corresponding to the book(s) you want to depreciate. If you do not want to depreciate a book, enter **N** in its corresponding field.

Note

Book values are the only depreciation values that affect the general ledger. Therefore, to keep the general ledger up to date, many companies calculate and post book depreciation every period but wait until the end of the year to calculate tax depreciation.

Field	Description
Current Fiscal Year Number of Periods in Fiscal Year Processed This Year	After you select a column to process, the system fills in these fields. (This information is stored in the ACPRDxxx table.)
Beginning Period to Process Now	The next period in sequence after the period displayed in the Number of Periods Processed This Year field is displayed. For example, if you have processed 6 periods this year, 7 is displayed.
Ending Period to Process Now	Press **Enter** to use the displayed period, or enter the number of the last period you want to include in the depreciation calculation.
Post Depreciation to GL Period	This field is accessible only if you are processing the Book Only column or All Columns (see **Process** above). The period number that is displayed is based on the current system date and the CNVTxxx table. (For information about the CNVTxxx table, see the *Resource Manager User's Guide*.) Press **Enter** to post to the general ledger period that is displayed, or enter the period you want the depreciation posted to.

Use the **Proceed (PgDn)** command to start the process. As the system computes the current depreciation for each asset, the asset ID is displayed at the bottom of the screen.

When the system is finished computing depreciation, the Period Work menu appears.

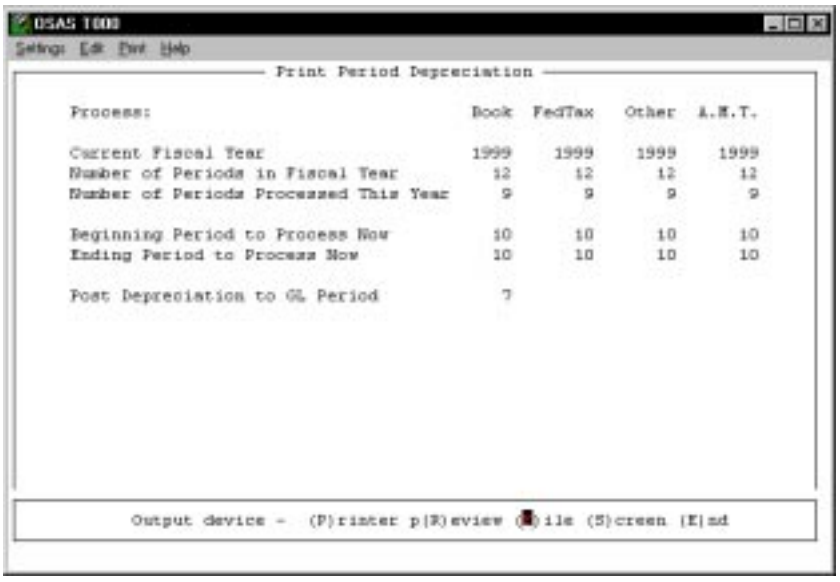
Print Period Depreciation

The Print Period Depreciation function produces a journal of accumulated depreciation taken and the year-to-date, annual, and current depreciation for active assets.

Print the journal after you compute period depreciation; use it to check your figures before you post period depreciation. When your figures are correct, save the journal as part of your audit trail. You can compare it to the Post Period Depreciation Log.

Print Period Depreciation Screen

Select **Print Period Depreciation** from the Period Work menu. The function screen appears.


OSAS T000
Settings Edit Font Help
Print Period Depreciation
Process: Book FedTax Other A.M.T.
Current Fiscal Year 1999 1999 1999 1999
Number of Periods in Fiscal Year 12 12 12 12
Number of Periods Processed This Year 9 9 9 9
Beginning Period to Process Now 10 10 10 10
Ending Period to Process Now 10 10 10 10
Post Depreciation to GL Period 7
Output device - (P)rinter p(R)eview (F)ile (S)creen (E)md

If you have not yet computed period depreciation, this message appears at the bottom of the screen:

Period depreciation is not computed.

If you have computed period depreciation, your book selections from the Compute Period Depreciation screen are displayed. The values in the Current Fiscal Year, Number of Periods in Fiscal Year, Number of Periods Processed This Year, Beginning Period to Process Now, Ending Period to Process Now, and Post Depreciation to GL Period fields are displayed from the ACPRDxxx table. These values were set when you used the Compute Period Depreciation function (ch. , sec.). You cannot change them on this screen.

A sample of the journal is at the end of this section.

After the journal is produced, the Period Work menu appears.

Notes on the Journal

How the journal is organized

The Period Depreciation Journal is organized by general ledger asset account number. You enter this account number on the Valuation and Credits subscreen in the fixed asset record.

Within each account number the journal is organized by asset ID.

How current depreciation is calculated

The amount in the Current Depreciation field is the annual depreciation divided by the number of periods in the fiscal year, times the number of periods processed since the last post, times the percentage of business use. When you post depreciation (ch. , sec.), the amount in the Current Depreciation field is added to the YTD Depreciation field, and the Current Depreciation field is reset to zero.

After year-end processing, the amount in the YTD Depreciation field is added to the Accumulated Depreciation Taken field, the YTD Depreciation field is reset to zero, and the annual depreciation for next year is calculated.

Period Depreciation Journal

```
07/21/1999                                  Builders Supply                                  Page    1
8:11 AM                                     Period Depreciation
                                            By GL Asset Account

                                                                          BOOK  FEDTAX  OTHER A.M.T.

Processed:

Current Fiscal Year                                                       1999  1999    1999   1999
Number of Periods in Fiscal Year                                            12    12      12     12
Number of Periods Processed This Year                                        9     9       9      9

Beginning Period to Process Now                                             10    10      10     10
Ending Period to Process Now                                                10    10      10     10

Post Depreciation to GL Period                                               7

Asset ID      Description      Depr.   Depr.  Est.        Base  Accumulated  Year-to-Date    Annual    Current
              Column           Method  Begin  Life        Cost  Depreciation  Depreciation  Depreciation  Depreciation
-------------------------------------------------------------------------------------------------------------------

GL Asset Account  151000

BUILDING      Corporate Headquarters Bldg
              BOOK             SL      04/1993  330   197500.00   12568.18      5386.37     7181.82     598.49
              FEDTAX           M27R    04/1993  330   197500.00   12268.70      5385.83     7181.10     598.43
              OTHER            SL      04/1993  330   197500.00   12568.18      5386.37     7181.82     598.49
              A.M.T.           150DB   04/1993  216   197500.00   27773.44     10607.91    14143.88    1178.66

LAND          10 Acres Corporate Site
              BOOK             NONE                   45000.00        .00          .00         .00        .00
              FEDTAX           NONE                   45000.00        .00          .00         .00        .00
              OTHER            NONE                   45000.00        .00          .00         .00        .00
              A.M.T.           NONE                   45000.00        .00          .00         .00        .00
-------------------------------------------------------------------------------------------------------------------

TOTAL FOR GL ASSET ACCOUNT  151000                    242500.00   12568.18      5386.37     7181.82     598.49
                                                     242500.00   12268.70      5385.83     7181.10     598.43
                                                     242500.00   12568.18      5386.37     7181.82     598.49
                                                     242500.00   27773.44     10607.91    14143.88    1178.66

===================================================================================================================

GRAND TOTAL                                          361777.67   48938.77     18594.75    22946.87    1450.73
                                                     361777.67   48227.83     24072.98    28764.20    1450.67
                                                     361777.67   47021.71     27392.08    31773.42    1394.49
                                                     325107.54   48086.79     35348.66    39852.18    1370.23

End of Report
```

Post Period Depreciation

After you have computed and verified periodic depreciation, use the Post Period Depreciation function to add the current depreciation to the year-to-date depreciation and reset the current depreciation to zero.

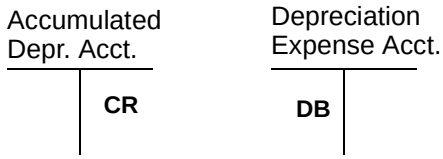
If Fixed Assets is interfaced with General Ledger, this function also updates the general ledger asset accounts with the sum of the amounts in the Current Depreciation field in the asset record and updates the GLJRxxx (Journal) file.

Note

The Book column is the only column that affects General Ledger.

Posting to General Ledger

The following T accounts show what happens to the general ledger when you post depreciation:



You specify these two account numbers on the Valuation and Credits subscreen of each asset record.

Note

The other account number in each asset record—GL asset account—is not affected by this function. The GL asset account is used for report selection and organization only.

When you post period depreciation, both the post date and original transaction date are posted to the GLJRxxx file, providing a detailed audit trail for journal entries.

Before You Post

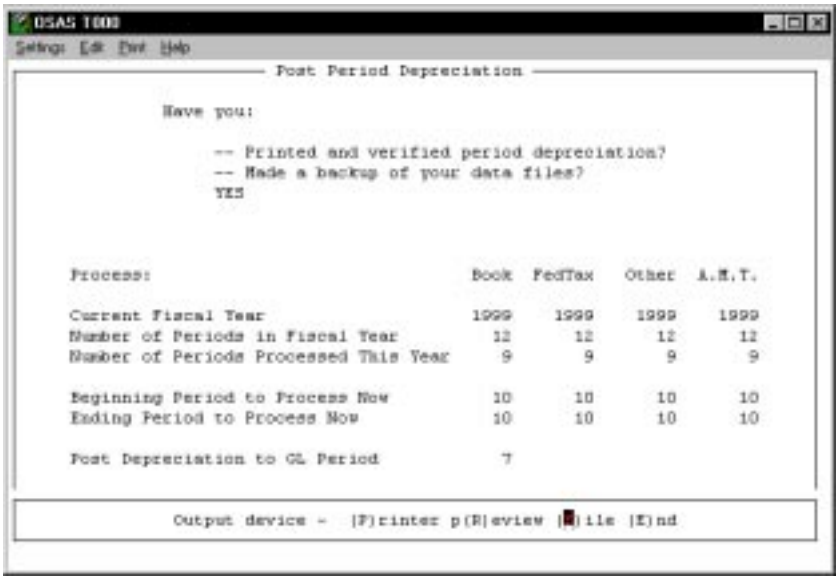
Before you post current depreciation, make sure that you have done these things:

- computed the period depreciation
- printed the Period Depreciation Journal
- checked the amounts to be posted
- backed up your data files

If you have a multiuser system, make sure that no on else is using the Fixed Assets system. You cannot post if someone else is using Fixed Assets functions.

Post Period Depreciation Screen

Select **Post Period Depreciation** from the Period Work menu. The function screen appears.


OSAS T000
Settings Edit Print Help
Post Period Depreciation
Have you:
-- Printed and verified period depreciation?
-- Made a backup of your data files?
YES
Process: Book FedTax Other A.M.T.
Current Fiscal Year 1999 1999 1999 1999
Number of Periods in Fiscal Year 12 12 12 12
Number of Periods Processed This Year 9 9 9 9
Beginning Period to Process Now 10 10 10 10
Ending Period to Process Now 10 10 10 10
Post Depreciation to GL Period 7
Output device - |P|rinter p|R|eview |F|ile |E|nd

If you have not printed and verified period depreciation and backed up your data files, enter **N**. When you have done these things, enter **Y**.

Select the output device.

A sample posting log is on the next page.

After the log is printed, the Period Work menu appears.

Post Period Depreciation Log

07/21/1999 Builders Supply Page 1
8:18 AM Post Period Depreciation

Amount Posted to GL Period 7		Debit	Credit
ACCUM. DEPR.	152500		72.64
ACCUM. DEPR.	153500		767.79
ACCUM. DEPR.	154500		11.81
DEPR. EXP.	521000	1450.73	
ACCUM. DEPR.	181000		598.49
BALANCE		1450.73	1450.73

Post Period Depreciation Log

```
07/21/1999                    Builders Supply                    Page    2
8:18 AM                  Post Period Depreciation


Processed:                              Book  FedTax   Other  A.M.T.
-------------------------------------------------------------------

Current Fiscal Year                     1999    1999    1999    1999
Number of Periods in Fiscal Year          12      12      12      12
Number of Periods Processed This Year      9       9       9       9

Beginning Period to Process Now           10      10      10      10
Ending Period to Process Now              10      10      10      10

Post Depreciation to GL Period             7



Number of Assets in File                  30
Number of Assets Processed                21

Depreciation Posted for Book                  1450.73
Depreciation Posted for FedTax                1450.67
Depreciation Posted for Other                 1394.49
Depreciation Posted for A.M.T.                1370.23

End of Report
```

Forecasting 5

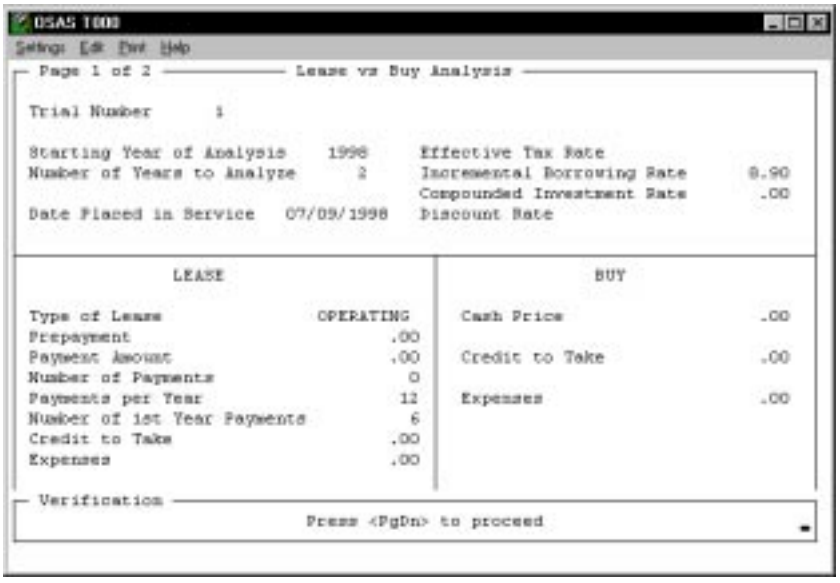
Lease vs Buy Analysis	5-3
Loan Amortization	5-13
Trial Depreciation	5-19

Lease vs Buy Analysis

Use the Lease vs Buy Analysis function to compare the costs and advantages of buying or leasing an asset. After you enter the factors that define the lease and the purchase, the system produces an analysis in the form of a report. Then if you want to compare different factors, simply change any of them that you like and produce the analysis again.

Lease vs Buy Analysis Screen One

Select **Lease vs Buy Analysis** from the Forecasting menu. The first of two Lease vs Buy Analysis screens appears.



Field	Description
Trial Number (N5)	Use the trial number to keep track of different analyses. The trial number is 1 whenever you enter this function and is incremented by 1 each time you generate an analysis. The trial number is reset to 1 when you exit to the Forecasting menu. Press **Enter** to accept the displayed number, or enter a different number.
Starting Year of Analysis	Enter the year you want the analysis to start.
Number of Years to Analyze (N2)	Enter the number of years you want the analysis to cover.
Date Placed in Service	Press **Enter** to place the asset in service on the displayed date, or enter the date you plan to place the asset in service.
Effective Tax Rate (N2)	Enter your effective income tax rate.
Incremental Borrowing Rate (2.2)	Enter the incremental borrowing rate—that is, your cost of capital.
Compounded Investment Rate (2.2)	Enter the compounded investment rate—that is, the rate of return you could expect if you invested capital instead of buying assets.
Discount Rate (N2)	Enter the discount rate—that is, your internal rate of return or opportunity cost.

Lease

Type of Lease	For an operating lease, enter **O**. For a capital lease, enter **C**.
Prepayment	Enter the lease prepayment, if one is required.
Payment Amount	Enter the regular lease payment.
Number of Payments (N3)	Enter the number of payments you will make during the life of the lease.
Payments per Year (N2)	Enter the number of payments you will make in a normal year.
Number of 1st Year Payments (N2)	Enter the number of payments you will make in the first year of the lease.
Credit to Take	Enter the net investment or tax credits you can take on the lease.
Expenses	Enter the net expenses involved in leasing the asset.

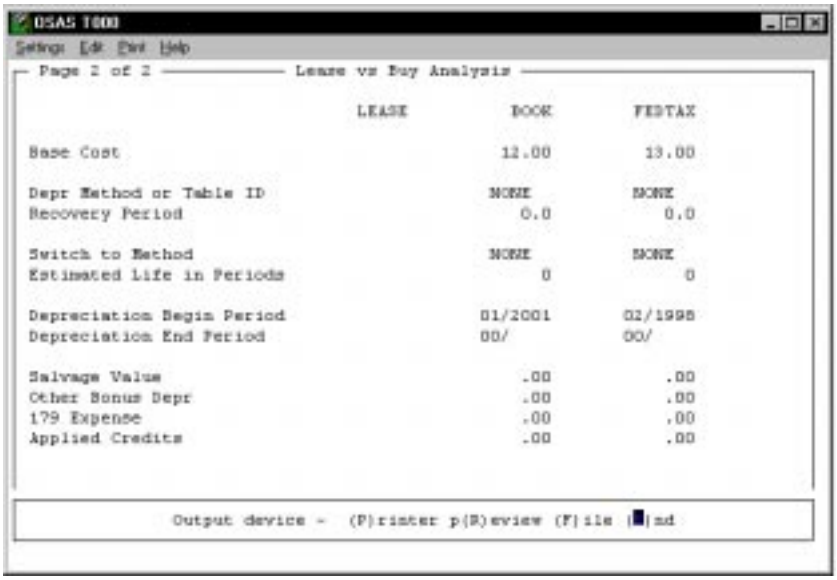
Buy

Cash Price	Enter the total cash price of the asset.
Credit to Take	Enter the investment or tax credit you can deduct from the depreciable base if you purchase the asset.
Expenses	Enter the net expenses involved in buying the asset.

When you save your entries **(PgDn)**, the second Lease vs Buy Analysis screen appears.

Lease vs Buy Analysis Screen Two

Use the second Lease vs Buy Analysis screen to enter proposed depreciation information in two columns: BOOK and FEDTAX.


OSAS 1000
Settings Edit Print Help
Page 2 of 2 Lease vs Buy Analysis
LEASE BOOK FEDTAX
Base Cost 12.00 13.00
Depr Method or Table ID NONE NONE
Recovery Period 0.0 0.0
Switch to Method NONE NONE
Estimated Life in Periods 0 0
Depreciation Begin Period 01/2001 02/1998
Depreciation End Period 00/ 00/
Salvage Value .00 .00
Other Bonus Depr .00 .00
179 Expense .00 .00
Applied Credits .00 .00
Output device - (P)rinter p(R)eview (F)ile |nd

Field	Description
Base Cost	Press **Enter** to use the base cost you entered on the first screen (in the Cash Price field), or enter a different base cost.
Depr Method or Table ID (A6)	Enter the code for the method of calculating depreciation you want to use, or enter the ID of the table containing the table-driven depreciation method you want to use. If you use a table-driven depreciation method, you can use the **Inquiry (F2)** command. These are the valid codes for calculated depreciation: **None -** calculate no depreciation for this column **SL -** straight line

Field	Description
	SLACRS - straight-line ACRS **SYD** - sum-of-the-years'-digits *xxx***DB -** declining balance (*xxx* is a percentage between 000 and 999)
Recovery Period (2.1)	Enter the number of years in the recovery period. The system uses this number and the information in the ACPRDxxx table to calculate the number of periods in the estimated life of the asset (see below) and to identify the column to use if you are using a table method based on the recovery period.
Switch to Method (A6)	If you are using sum-of-the-years'-digits or declining-balance depreciation, you can choose an alternative depreciation method for the end of the fiscal year if it is to your advantage. If you do not want to switch methods automatically, press **Enter**. If you want to switch methods, what you can enter depends on the primary method you chose. If you selected sum-of-the-years'-digits (SYD) for the primary depreciation method, you can enter **SL** (straight line). If you selected the declining- balance (*xxx*DB) method, you can enter **SYD** or **SL**. If you are using a depreciation method other than sum-of-the-years'-digits or declining balance, you cannot enter anything.
Estimated Life in Periods (N5)	Enter the number of accounting periods in the estimated life of the asset. The estimated life (based on the recovery period and the ACPRDxxx table) appears at the bottom of the screen.

Field	Description
Depreciation Begin Period (pd/yyyy)	Enter the accounting period and year you want to begin depreciating the asset. The date the asset was placed in service, which you entered on the first Lease vs Buy Analysis screen, is displayed at the bottom of the screen.

Note

This is not a date field. Depending on the period system you use, you can have as few as 1 or as many as 52 accounting periods in a year. You must type the period number, press **Enter,** and then type the year and press **Enter** again.

Field	Description
Depreciation End Period	After you enter the beginning accounting period and year, the system uses the number of periods in the asset's estimated life that you entered to calculate the last period and year of depreciation.
Salvage Value	Enter the estimated salvage value the asset will have at the end of its useful life.
Other Bonus Depr	The bonus depreciation is an extra amount the government lets you take (with some qualifications) during the first year of an asset's life. If the asset is eligible for bonus depreciation, enter the amount.
179 Expense	If you want to claim all or part of the cost of the asset as a Section 179 expense, enter the amount to be expensed.
Applied Credits	Enter the credit you want to apply against the base depreciable value of the asset. If you entered an amount in the Credit to Take field on the first Lease vs Buy Analysis screen, that amount is displayed at the bottom of the screen.

Select the output device.

A sample analysis is at the end of this section.

After the analysis is generated, the first Leave vs Buy Analysis screen appears, and the Trial Number field is incremented by 1. Because your entries are preserved, you can change a few numbers and produce another analysis.

When you are finished, exit to the Forecasting menu.

Lease vs Buy Analysis (page 1)

07/21/1999 Builders Supply Page 1
8:01 AM Lease vs Buy Analysis
Trial 1

Starting Year of Analysis	1999	Effective Tax Rate	
Number of Years to Analyze	4	Incremental Borrowing Rate	2.00
		Compounded Investment Rate	.00
Date Placed in Service	07/21/1999	Discount Rate	

---------- Lease ----------		---------- Buy ----------	
Type of Lease	OPERATING	Cash Price	45000.00
Prepayment	2500.00		
Payment Amount	2500.00	Credit to Take	.00
Number of Payments	24		
Payments per Year	6	Expenses	.00
Number of 1st-Year Payments	6		
Credit to Take	.00		
Expenses	.00		
Net Present Value of Lease	60070.63		

	Lease	Book	FedTax
Base Cost	60070.63	45000.00	45000.00
Depreciation Method/Table ID	NONE	SYD	SYD
Recovery Period	0.0	5.0	5.0
Switch to Method	NONE	NONE	NONE
Estimated Life in Periods	0	60	60
Depreciation Begin Period		07/1999	07/1999
Depreciation End Period		06/2000	06/2000
Salvage Value	.00	6500.00	6500.00
Other Bonus Depreciation	.00	.00	.00
179 Expense	.00	.00	.00
Applied Credits	.00	.00	.00

Lease vs Buy Analysis (page 2)

07/21/1999 Builders Supply Page 2
Lease vs Buy Analysis
Trial 1
In $$

Lease Analysis

Tax Savings at Tax Rate of 00%	1999	1996	1997	1998	Total
Lease Payments	17500.0	15000.0	15000.0	15000.0	62500.0
+ Expensed Amount	0.0				0.0
- Interest Income	0.0	0.0	0.0	0.0	0.0
= Net Expenses	17500.0	15000.0	15000.0	15000.0	62500.0
Tax Savings on Expenses	0.0	0.0	0.0	0.0	0.0
+ Tax Credits	0.0				0.0
= Total Tax Savings	0.0	0.0	0.0	0.0	0.0
Net Present Value at 00%	0.0				

P & L Effect	1999	1996	1997	1998	Total
Lease Payments	17500.0	15000.0	15000.0	15000.0	62500.0
- Interest Income	0.0	0.0	0.0	0.0	0.0
- Tax Savings	0.0	0.0	0.0	0.0	0.0
= Total P & L Effect	17500.0	15000.0	15000.0	15000.0	62500.0

Cash Outflows	1999	1996	1997	1998	Total
Lease Payments	17500.0	15000.0	15000.0	15000.0	62500.0
+ Expensed Amount	0.0				0.0
- Interest Income	0.0	0.0	0.0	0.0	0.0
- Tax Savings	0.0	0.0	0.0	0.0	0.0
= Net Cash Outflows	17500.0	15000.0	15000.0	15000.0	62500.0
Net Present Value at 00%	62500.0				

Notes:
1. Tax Savings computed assuming lease payments (not lease expense) are fully deductable.
2. Net Present Value is computed assuming period-end flows and time zero at the beginning of the first year displayed.
3. Salvage (residual) value assumed to be zero.
4. Buy-out provision of lease not considered.

Lease vs Buy Analysis (page 3)

```
07/21/1999                                                                Page    3
                                  Builders Supply
                              Lease vs Buy Analysis
                                      Trial 1
                                       In $$
                                   Buy Analysis

Tax Savings
  at Tax Rate of 00%          1999      1996      1997      1998      Total
-------------------------------------------------------------------------------
  Tax Depreciation          6416.7   11550.0    8983.3    6416.7   33366.7
+ Expensed Amount              0.0       0.0       0.0       0.0       0.0
+ Bonus Depreciation           0.0       0.0       0.0       0.0       0.0
-------------------------------------------------------------------------------
= Net Expenses              6416.7   11550.0    8983.3    6416.7   33366.7
  Tax Savings on Expenses      0.0       0.0       0.0       0.0       0.0
+ Tax Credits                  0.0                                     0.0
-------------------------------------------------------------------------------
= Total Tax Savings            0.0       0.0       0.0       0.0       0.0

Net Present Value at 00%       0.0

P & L Effect                1999      1996      1997      1998      Total
-------------------------------------------------------------------------------
  Book Depreciation         6416.7   11550.0    8983.3    6416.7   33366.7
- Tax Savings                 0.0       0.0       0.0       0.0       0.0
-------------------------------------------------------------------------------
= Total P & L Effect        6416.7   11550.0    8983.3    6416.7   33366.7

Cash Outflows               1999      1996      1997      1998      Total
-------------------------------------------------------------------------------
  Cash Price + Expenses    45000.0                                 45000.0
- Tax Savings                 0.0       0.0       0.0       0.0       0.0
-------------------------------------------------------------------------------
= Net Cash Outflows         45000.0       0.0       0.0       0.0   45000.0

Net Present Value at 00%    45000.0

Notes:   1.  Net Present Value is computed assuming period-end cash flows and time zero at the beginning of the first year
             displayed.
         2.  Salvage (residual) value assumed to be zero.

End of Report
```

Loan Amortization

Use the Loan Amortization function to calculate payments based on loan principal, type, and interest rate; to calculate balloon payments; and to determine the down payment needed to get the monthly payment you want. This comparison can help you determine which approach to borrowing money best fits your needs, budget, and cash flow.

Loan Amortization Screen

Select **Loan Amortization** from the Forecasting menu. The function screen appears.

Field	Description
Loan Description (A35)	Enter a brief description of the loan.

Field	Description
Loan Type	Select the type of loan you are working with: **S** - straight loan **R** - rule of 78s loan **B** - balloon payment loan **F** - fixed principal loan
First Payment Date	Press **Enter** if the first payment is due on the date that is displayed, or enter the date the first payment is due.
Payments Per Year (N99)	Enter the number of payments you will make in a year.
Loan Principal	If you are working with a straight line or rule of 78s loan, enter the loan principal, or press **Enter** to leave this field blank. If you leave the field blank, the system calculates the principal after you enter the payment amount (below). If you are working with a balloon payment loan, enter the loan principal. If you are working with a fixed principal loan, enter the loan principal, or press **Enter** to leave this field blank. If you leave the field blank, the system calculates the principal after you enter the principal per period (below).
Annual Percentage Rate (2.4)	Enter the yearly compounded interest rate.
Total Number of Payments (N3)	Enter the number of payments you will make during the life of the loan.
Balloon Amount (7.2)	This field appears only if you are working with a balloon payment loan. Enter the balloon payment. The balloon payment cannot exceed the amount you entered in the Loan Principal field.
Principal Per Period	This field appears only if you are working with a fixed principal loan.

Field	Description
	If you entered an amount in the Loan Principal field, press **Enter.** The system calculates the principal for each period. If you did not enter an amount in the Loan Principal field, enter the principal to be paid in each payment. The system calculates the total principal and enters it in the Loan Principal field.
Payment Amount	This field does not appear if you are working with a fixed principal loan. See **First Payment Amount** (below). If you are working with a straight line or rule of 78s loan and you entered an amount in the Loan Principal field, press **Enter.** The system calculates the payment. If you are working with a straight line or rule of 78s loan and you left the Loan Principal field blank, enter the periodic payment. The system calculates the total principal and enters it in the Loan Principal field.

Note

If you enter figures in both the Loan Principal and Payment Amount fields, the calculated principal (based on the payment times the number of payments) overwrites the loan principal you entered.

Field	Description
	If you are working with a balloon payment loan, the system calculates the payment after you enter the balloon amount. You cannot access this field.
First Payment Amount	This field appears only if you are working with a fixed principal loan. The system calculates the amount after you enter the principal per period. You cannot access this field.

Field	Description
Total Interest Total Payments	The system calculates the total interest and total payments (plus the balloon amount, if any).
Pick Year From/Thru	The system fills these fields based on what you entered in the Payments Per Year and Total Number of Payments fields. To produce the Amortization Schedule for one year, enter the year at both From and Thru. To list a range of years, enter the first year at From and the last year at Thru. To produce the Amortization Schedule for the life of the loan, press **Enter** at both From and Thru.

Select the output device.

A sample Amortization Schedule is at the end of this section.

After the schedule is printed, the cursor goes to the Loan Description field. Enter new values, or exit to the Forecasting menu.

Amortization Schedule (page 1)

07/21/1999 Builders Supply Page 1
8:06 AM Amortization Schedule

Loan Description New Delivery Van

Loan Principal 34102.37 Loan Type Rule of 78s
Annual Percentage Rate 11.5000 Payments per Year 12
Payment Amount 750.00 Total Number of Payments 60

First Payment Date 07/21/1999

No.	Payment Date	Payment Amount	Applied to Principal	Applied to Interest	Remaining Principal	Cumulative Interest
1	07/21/1999	750.00	392.70	357.30	33709.67	357.30
2	08/21/1999	750.00	398.66	351.34	33311.01	708.64
3	09/21/1999	750.00	404.61	345.39	32906.40	1054.03
4	10/21/1999	750.00	410.57	339.43	32495.83	1393.46
5	11/21/1999	750.00	416.52	333.48	32079.31	1726.94
6	12/21/1999	750.00	422.48	327.52	31656.83	2054.46
1999 TOTALS		4500.00	2445.54	2054.46		
7	01/21/1996	750.00	428.43	321.57	31228.40	2376.03
8	02/21/1996	750.00	434.39	315.61	30794.01	2691.64
9	03/21/1996	750.00	440.34	309.66	30353.67	3001.30
10	04/21/1996	750.00	446.30	303.70	29907.37	3305.00
11	05/21/1996	750.00	452.25	297.75	29455.12	3602.75
12	06/21/1996	750.00	458.21	291.79	28996.91	3894.54
13	07/21/1996	750.00	464.16	285.84	28532.75	4180.38
14	08/21/1996	750.00	470.12	279.88	28062.63	4460.26
15	09/21/1996	750.00	476.07	273.93	27586.56	4734.19
16	10/21/1996	750.00	482.03	267.97	27104.53	5002.16
17	11/21/1996	750.00	487.98	262.02	26616.55	5264.18
18	12/21/1996	750.00	493.94	256.06	26122.61	5520.24
1996 TOTALS		9000.00	5534.22	3465.78		
19	01/21/1997	750.00	499.89	250.11	25622.72	5770.35
20	02/21/1997	750.00	505.85	244.15	25116.87	6014.50
21	03/21/1997	750.00	511.80	238.20	24605.07	6252.70
22	04/21/1997	750.00	517.76	232.24	24087.31	6484.94
23	05/21/1997	750.00	523.71	226.29	23563.60	6711.23
24	06/21/1997	750.00	529.67	220.33	23033.93	6931.56
25	07/21/1997	750.00	535.62	214.38	22498.31	7145.94
26	08/21/1997	750.00	541.58	208.42	21956.73	7354.36
27	09/21/1997	750.00	547.53	202.47	21409.20	7556.83
28	10/21/1997	750.00	553.49	196.51	20855.71	7753.34
29	11/21/1997	750.00	559.44	190.56	20296.27	7943.90
30	12/21/1997	750.00	565.40	184.60	19730.87	8128.50
1997 TOTALS		9000.00	6391.74	2608.26		
31	01/21/1998	750.00	571.35	178.65	19159.52	8307.15
32	02/21/1998	750.00	577.31	172.69	18582.21	8479.84
33	03/21/1998	750.00	583.26	166.74	17998.95	8646.58
34	04/21/1998	750.00	589.22	160.78	17409.73	8807.36
35	05/21/1998	750.00	595.17	154.83	16814.56	8962.19
36	06/21/1998	750.00	601.13	148.87	16213.43	9111.06
37	07/21/1998	750.00	607.08	142.92	15606.35	9253.98

Amortization Schedule (page 2)

07/21/1999 Builders Supply Page 2
8:06 AM Amortization Schedule

No.	Date	Payment Amount	Applied to Principal	Applied to Interest	Remaining Principal	Cumulative Interest
38	08/21/1998	750.00	613.04	136.96	14993.31	9390.94
39	09/21/1998	750.00	618.99	131.01	14374.32	9521.95
40	10/21/1998	750.00	624.95	125.05	13749.37	9647.00
41	11/21/1998	750.00	630.90	119.10	13118.47	9766.10
42	12/21/1998	750.00	636.86	113.14	12481.61	9879.24
1998 TOTALS		9000.00	7249.26	1750.74		
43	01/21/1999	750.00	642.81	107.19	11838.80	9986.43
44	02/21/1999	750.00	648.77	101.23	11190.03	10087.66
45	03/21/1999	750.00	654.72	95.28	10535.31	10182.94
46	04/21/1999	750.00	660.68	89.32	9874.63	10272.26
47	05/21/1999	750.00	666.63	83.37	9208.00	10355.63
48	06/21/1999	750.00	672.59	77.41	8535.41	10433.04
49	07/21/1999	750.00	678.54	71.46	7856.87	10504.50
50	08/21/1999	750.00	684.50	65.50	7172.37	10570.00
51	09/21/1999	750.00	690.45	59.55	6481.92	10629.55
52	10/21/1999	750.00	696.41	53.59	5785.51	10683.14
53	11/21/1999	750.00	702.36	47.64	5083.15	10730.78
54	12/21/1999	750.00	708.32	41.68	4374.83	10772.46
1999 TOTALS		9000.00	8106.78	893.22		
55	01/21/2000	750.00	714.27	35.73	3660.56	10808.19
56	02/21/2000	750.00	720.23	29.77	2940.33	10837.96
57	03/21/2000	750.00	726.18	23.82	2214.15	10861.78
58	04/21/2000	750.00	732.14	17.86	1482.01	10879.64
59	05/21/2000	750.00	738.09	11.91	743.92	10891.55
60	06/21/2000	749.87	743.92	5.95	.00	10897.50
2000 TOTALS		4499.87	4374.83	125.04		
GRAND TOTALS		44999.87	34102.37	10897.50		

End of Report

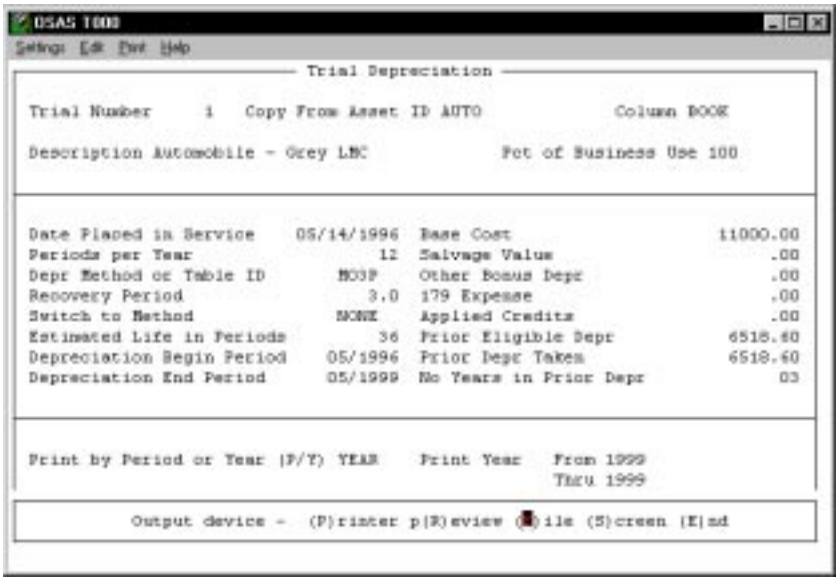
Trial Depreciation

Use the Trial Depreciation function to forecast depreciation for proposed and existing assets, to calculate depreciation for past periods that need to be adjusted, and to compare the results of different depreciation strategies.

After you select the depreciation method and enter the numbers that affect the depreciable life and value of the asset, the system produces a Trial Depreciation Schedule. If you want to analyze different numbers, you can change any of them and produce the schedule again.

Trial Depreciation Screen

Select **Trial Depreciation** from the Forecasting menu. The function screen appears.


OSAS 1000
Settings Edit Print Help
Trial Depreciation
Trial Number 1 Copy From Asset ID AUTO Column BOOK
Description Automobile - Grey LBC Pct of Business Use 100
Date Placed in Service 05/14/1996 Base Cost 11000.00
Periods per Year 12 Salvage Value .00
Depr Method or Table ID MOSP Other Bonus Depr .00
Recovery Period 3.0 179 Expense .00
Switch to Method NONE Applied Credits .00
Estimated Life in Periods 36 Prior Eligible Depr 6518.60
Depreciation Begin Period 05/1996 Prior Depr Taken 6518.60
Depreciation End Period 05/1999 No Years in Prior Depr 03
Print by Period or Year (P/Y) YEAR Print Year From 1999
Thru 1999
Output device - (P)rinter p(R)eview (F)ile (S)creen (E)md

Field	Description
Trial Number (N5)	Use the trial number to keep track of different analyses. The trial number is 1 whenever you enter this function and is incremented by 1 each time you generate a Trial Depreciation Schedule. The trial number is reset to 1 when you exit to the Forecasting menu. Press **Enter** to accept the displayed number, or enter a different number.
Copy From Asset ID	If the asset you want to analyze is like an asset in the FAMAxxx (Fixed Assets) file, you can copy the cost and depreciation information from a column in the existing record. Enter the ID of the asset you want to copy. If you do not want to copy information from an existing asset record, press **Enter** to skip this field.
Column	If you elected to copy an asset record, select the column you want to copy: **B** - Book (Default) **F** - Federal Tax **O** - Other **A** - Alternative Minimum Tax
Description (A30)	Enter a brief description of the asset.
Pct of Business Use (N3)	Enter the percentage of time the asset is used for business rather than for personal reasons. The system uses this percentage to reduce the amount of depreciation.
Date Placed in Services	Press **Enter** to place the asset in service on the displayed date, or enter the date you placed the asset in service.

You must enter this date if you are using a depreciation table based on the month the asset was placed in service.

Field	Description
Periods per Year (1-52)	Press Enter to use the default (from the ACPRDxxx table), or enter the number of accounting periods in the fiscal year.
Depr Method or Table ID (A6)	Enter the code for the method of calculating depreciation you want to use, or enter the ID of the table containing the table-driven depreciation method you want to use. For more information about depreciation table names, refer to the Depreciation Tables function. These are the valid codes for calculated depreciation: **None -** calculate no depreciation for this column **SL -** straight line **SLACRS -** straight-line ACRS **SYD** - sum-of-the-years'-digits *xxx***DB -** declining balance (*xxx* is a percentage between 000 and 999)
Recovery Period (2.1)	Enter the number of years in the asset's depreciable life. The system uses this number and the number of periods per year you entered above to calculate the number of periods in the estimated life of the asset. If you are using a depreciation table based on recovery period, the system also uses this number to determine which column of the table to use.
Switch to Method (A6)	If you are using sum-of-the-years'-digits or declining-balance depreciation, you can choose an alternative depreciation method for the end of the fiscal year if it is to your advantage. If you do not want to switch methods automatically, enter **NONE**.

Field	Description
	If you want to switch methods, what you can enter depends on the primary method you chose. If you selected sum-of-the-years'-digits (SYD) for the primary depreciation method, you can enter **SL** (straight line). If you selected the declining-balance (*xxx*DB) method, you can enter **SYD** or **SL.** If you are using a depreciation method other than sum-of-the-years'-digits or declining balance, you cannot enter anything. MACRS tables have a built-in method to switch to.
Estimated Life in Periods (N5)	Enter the number of accounting periods in the estimated life of the asset. The estimated life (based on Recovery Period) appears at the bottom of the screen.
Depreciation Begin Period (pd/yyyy)	Enter the accounting period and year you want to begin depreciating the asset.

Note

This is not a date field. Depending on the period system you use, you can have as few as 1 or as many as 52 accounting periods in a year. You must type the period number, press **Enter,** and then type the year and press **Enter** again.

Field	Description
Depreciation End Period	After you enter the beginning accounting period and year, the system uses the number of periods in the asset's estimated life that you entered to calculate the last period and year of depreciation.
Base Cost	Enter the base cost (the acquisition cost plus added depreciable expenses, minus other adjustments) of the asset.

Field	Description
Salvage Value	Enter the estimated salvage value the asset will have at the end of its useful life.
Other Bonus Depr	The bonus depreciation is an extra amount the government lets you take (with some qualifications—consult your accountant) during the first year of an asset's life. If the asset is eligible for bonus depreciation, enter
179 Expense	If you want to claim all or part of the cost of the asset as a Section 179 expense, enter the amount to be expensed.
Applied Credits	If you want to apply credits to this column, enter the amount. The total credits (from the Credits field on the Valuation and Credits subscreen) is displayed at the bottom of the screen.
Prior Eligible Depr	For a new, undepreciated asset, press **Enter** to skip this field. If you took depreciation on the asset in previous years, enter the total potential depreciation (assuming 100 percent business use) you could have taken at the end of the last fiscal year.
Prior Depr Taken	For a new, undepreciated asset, press **Enter** to skip this field. If you took depreciation on the asset in previous years, enter the total actual depreciation you took at the end of the last fiscal year. This number should reflect your percentage of business use.
No Years in Prior Depr (2)	If you took depreciation in previous years, enter the number of years the asset has been depreciated. It cannot exceed the estimated life of the asset.
Print by Period or Year	Enter **P** to print the Trial Depreciation Schedule by period, or enter **Y** to print the yearly figures only.

Field	Description
Print Year From/Thru	The system fills these fields based on what you entered in the Depreciation Begin Period and Depreciation End Period fields. To produce the Trial Depreciation for one year, enter the year at both From and Thru. To list a range of years, enter the first year at From and the last year at Thru. To produce the Trial Depreciation Schedule for the life of the asset, press **Enter** at both From and Thru.

Select the output device.

A sample Trial Depreciation Schedule is at the end of this section.

After the schedule is generated, the Trial Depreciation screen appears, and the Trial Number field is incremented by 1. Because your entries are preserved, you can change a few numbers and produce another Trial Depreciation Schedule.

When you are finished, exit to the Forecasting menu.

Trial Depreciation Schedule

```
07/21/1999                                Builders Supply                                Page    1
8:10 AM                                   Trial Depreciation
                                                Trial 1
                                          Auto Stereo System

% of Business Use                100                        Base Cost                    1230.08
Date Placed in Service    03/31/1992                        Salvage Value                    .00
Periods per Year                 12                        Other Bonus Depr.                .00
                                                           179 Expense                      .00
Depr. Method/Table ID         MQSP                         Applied Credits                  .00
Recovery Period                5.0
Switch to Method              NONE                         Prior Eligible Depr.         875.83
                                                           Prior Depr. Taken            875.83
Estimated Life in Periods        60                        No. Years in Prior Depr.         03
Depreciation Begin Period  01/1992
Depreciation End Period    01/1997

                                          Print by Period or Year    YEAR

                                          Print Year    From         1999
                                                        Thru         1997

Year        Accumulated    Remaining      Annual                     Current        YTD          Accumulated
            Eligible Depr. Depr. Base     Depreciation  Period       Depreciation   Depreciation Depreciation
------------------------------------------------------------------------------------------------------------
Begin 1999       875.83        354.25           141.71  ALL              141.71         141.71       875.83
                                                                                                    1017.54
Begin 1996      1017.54        212.54           141.71  ALL              141.71         141.71      1017.54
                                                                                                    1159.25
Begin 1997      1159.25         70.83            70.83  ALL               70.83          70.83      1159.25
                                                                                                    1230.08
============================================================================================================
End 1997        1230.08           .00
End of Report
```

Reports 6

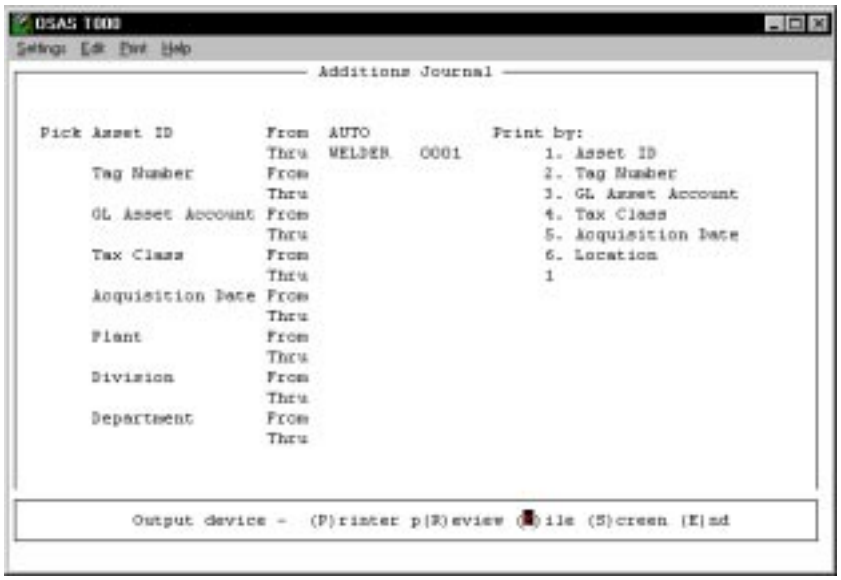
Additions Journal	6-3
Retirements Journal	6-7
Asset Value Report	6-11

Additions Journal

The Additions Journal contains the asset acquisition data you entered in the Fixed Assets function. Use this journal to review asset acquisition and valuation information.

Additions Journal Screen

Select **Additions Journal** from the Reports menu. The function screen appears.



1. Enter the range of asset IDs you want in the journal (A14).

2. Enter the range of tag numbers you want in the journal (A20).

3. Enter the range of general ledger asset account numbers you want in the journal (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

4. Enter the range of tax classes you want in the journal (A4).

5. Enter the range of acquisition dates you want in the journal.

6. Enter the range of user-defined locations you want in the journal (A15).

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.

7. Select the item by which you want to organize and subtotal the journal.

8. Select the output device.

A sample Additions Journal is at the end of this section.

After the journal is produced, the Reports menu appears.

Additions Journal

```
07/21/1999                                  Builders Supply                                                    PAGE   1
8:24 AM                                     Additions Journal
                                              by Asset ID

Asset ID        Description/                Acq. Date  Owned/  New/  Personal  Tax Depr.  Tax   % Bus.   Acquisition
                Tag Number                  Dt. Placed Leased  Used  or Real   Method     Class Use          Cost
-------------------------------------------------------------------------------------------------------------------

ASSET ID  CRANE

CRANE     0001  Cranes/Derricks                2 03/02/1985 OWNED  NEW   PERSONAL  SL         1245  100      421302.59
                                                03/02/1985

                TOTAL FOR ASSET ID  CRANE                                                                    ------------
                                                                                                             421302.59

ASSET ID  DRILL

DRILL     0001  Drill Press                    1 03/02/1985 OWNED  NEW   PERSONAL  SL         1245  100      22016.54
                                                03/02/1985

                TOTAL FOR ASSET ID  DRILL                                                                    ------------
                                                                                                             22016.54

ASSET ID  FORKLIFT

FORKLIFT  0001  Forklifts                      4 03/02/1985 OWNED  NEW   PERSONAL  SL         1245  100      160000.00
                                                03/02/1985

                TOTAL FOR ASSET ID  FORKLIFT                                                                 ------------
                                                                                                             160000.00

                GRAND TOTAL                                                                                  ============
                                                                                                             603319.13

End of Report
```

Retirements Journal

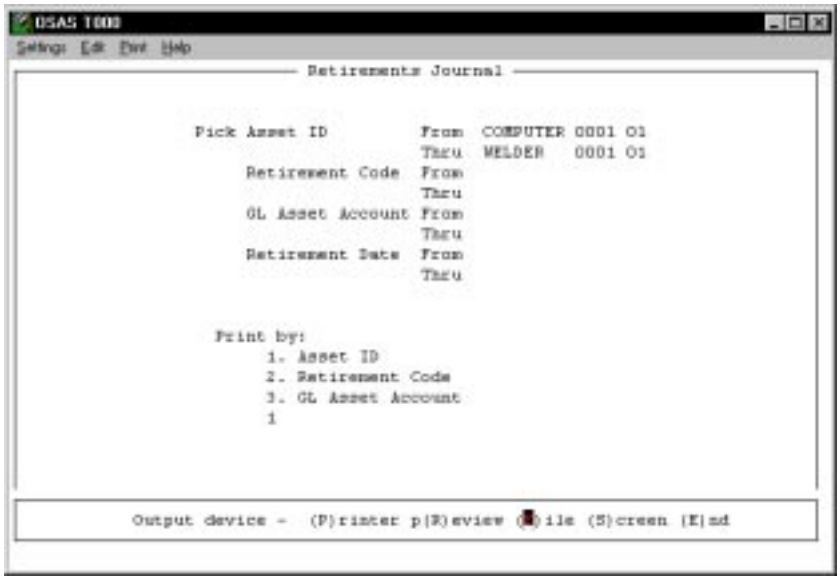
The Retirements Journal shows the reason for retirement, retirement code, estimated depreciable and actual depreciable life, and base and depreciation costs retired for the retired items you select. Use this information to analyze the depreciation of items that have been retired but not deleted.

Note

Retired assets can be purged during year-end maintenance. Print the Retirements Journal before you use the Year-End Maintenance function.

Retirements Journal Screen

Select **Retirements Journal** from the Reports menu. The function screen appears.



1. Enter the range of asset IDs you want in the journal (A16).

Note

Retired assets are identified by the standard asset ID, plus a 2-digit sequence number.

2. Enter the range of retirement codes you want in the journal (A1).

3. Enter the range of general ledger asset accounts you want in the journal (A12). The **Inquiry** (**F2**) command is available if Fixed Assets is interfaced with General Ledger.

4. Enter the range of retirement dates you want in the journal.

5. Select the item by which you want to organize and subtotal the journal.

6. Select the output device.

A sample Retirements Journal is at the end of this section.

After the journal is produced, the Reports menu appears.

Retirements Journal

07/21/1999 Builders Supply Page 1
8:26 AM Retirements Journal
by Asset ID

Asset ID / Description / Retirement Reason	Ret. Code / Ret. Qty.	Acq. Date / Ret. Date / Ret. Amount	Depreciation Begin Period	Depreciation End Period	Est. Life	Act. Life	Base Cost Retired	Depreciation Retired
ASSET ID COMPUTER								
COMPUTER 0001 -01	1	06/10/1989	BOOK 6/1989	5/1992	36	36	6329.84	6329.84
Micro-Computer for Accounting	1	05/30/1992	FEDTAX 6/1989	5/1992	36	36	6329.84	6076.65
Fully Retired		6329.84	OTHER 6/1989	5/1992	36	36	6329.84	6329.84
			A.M.T. /1999	/1999	0	0	.00	.00
TOTAL FOR ASSET ID COMPUTER			BOOK				6329.84	6329.84
			FEDTAX				6329.84	6076.65
		6329.84	OTHER				6329.84	6329.84
			A.M.T.				.00	.00
ASSET ID CRANE								
CRANE 0001 -01	2	03/02/1985	BOOK 3/1985	2/1999	120	120	421302.59	413302.59
Cranes/Derricks	2	02/28/1999	FEDTAX 3/1985	2/1999	120	120	421302.59	379598.38
Fully Depreciated		421302.59	OTHER 3/1985	2/1999	120	120	421302.59	413302.59
			A.M.T. /1999	/1999	0	0	.00	.00
TOTAL FOR ASSET ID CRANE			BOOK				421302.59	413302.59
			FEDTAX				421302.59	379598.38
		421302.59	OTHER				421302.59	413302.59
			A.M.T.				.00	.00
ASSET ID DRILL								
DRILL 0001 -01	2	03/02/1985	BOOK 3/1985	2/1999	120	120	22016.54	22016.54
Drill Press	1	02/28/1999	FEDTAX 3/1985	2/1999	120	120	22016.54	20265.22
Fully Depreciated		22016.54	OTHER 3/1985	2/1999	120	120	22016.54	22016.54
			A.M.T. /1999	/1999	0	0	.00	.00
TOTAL FOR ASSET ID DRILL			BOOK				22016.54	22016.54
			FEDTAX				22016.54	20265.22
		22016.54	OTHER				22016.54	22016.54
			A.M.T.				.00	.00
GRAND TOTAL			BOOK				449648.97	441648.97
			FEDTAX				449648.97	405940.25
		449648.97	OTHER				449648.97	441648.97
			A.M.T.				.00	.00

End of Report

Asset Value Report

The Asset Value Report shows the book, assessed, insured, and at-risk value of each asset. Use it to review the individual or net value of your assets and to evaluate your insurance coverage.

Asset Value Report Screen

Select **Asset Value Report** from the Reports menu. The function screen appears.

1. Enter the range of asset IDs you want in the report (A14).
2. Enter the range of tag numbers you want in the report (A20).
3. Enter the range of general ledger asset account numbers you want in report (A12). The **Inquiry** (**F2**) command is available if Fixed Assets is interfaced with General Ledger.
4. Enter the range of acquisition dates you want in the report.
5. Enter the range of user-defined locations you want in the report (A15).

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.
6. Select the item by which you want to organize and subtotal the report.
7. Select the kind(s) of assets you want in the report.
8. Select the output device.

A sample Asset Value Report is at the end of this section.

After the report is produced, the Reports menu appears.

Asset Value Report

07/21/1999 Builders Supply PAGE 1
9:11 AM Asset Value Report
by Asset ID

Asset ID / Description	Qty.	Acq. Date / Status	Net Book Val. / Replace Cost		Value Date	Current Value	Replace Cost at Risk
ASSET ID AUTO							
AUTO 95	1	02/01/1999	23433.58	Insurance	02/01/1999	35735.00	35735.00-
Automobile - Tan LMC		ACTIVE	.00	Assessment	02/01/1999	35000.00	35000.00-
TOTAL FOR ASSET ID AUTO			23433.58	Insurance		35735.00	35735.00-
			.00	Assessment		35000.00	35000.00-
ASSET ID BUILDING							
BUILDING	1	04/11/1993	178946.96	Insurance	04/11/1993	197500.00	197500.00-
Corporate Headquarters Bldg		ACTIVE	.00	Assessment	12/15/1994	222790.00	222790.00-
TOTAL FOR ASSET ID BUILDING			178946.96	Insurance		197500.00	197500.00-
			.00	Assessment		222790.00	222790.00-
GRAND TOTALS			202380.54	Insurance		233235.00	233235.00-
			.00	Assessment		257790.00	257790.00-

*** End of Report ***

Year End 7

Depreciation Comparison Report	7-3
Gains and Losses Report	7-7
Depreciation Summary Report	7-11
Credit Summary Report	7-15
Credit Recapture Report	7-19
Property Assessment Schedule	7-23
Depreciation Tax Report	7-27
Year-End Maintenance	7-41
Percent of Business Use Report	7-45

Introduction

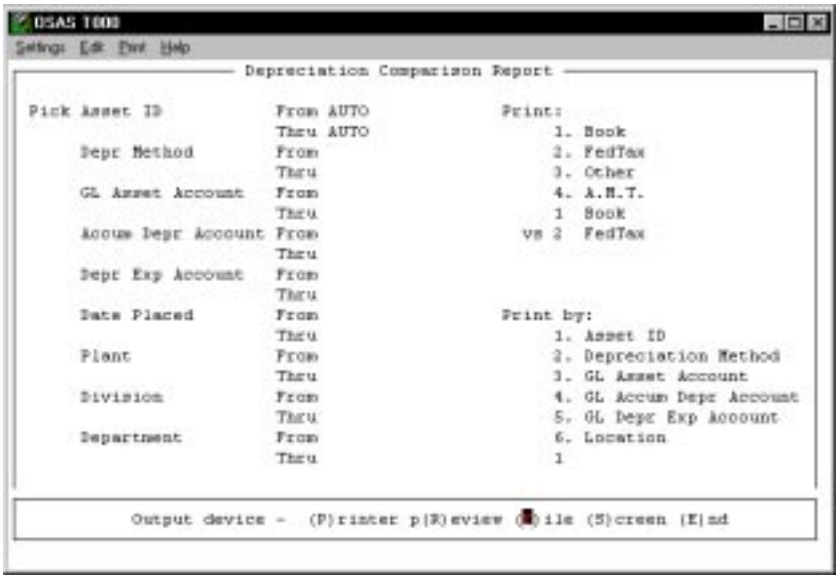
Perform the functions explained in this chapter in the sequence they are presented. Each report explained *before* the Year-End Maintenance function serves as a valuable backup and can help you maintain your audit trail. *After* performing year-end maintenance, produce the Percent of Business Use Report.

Depreciation Comparison Report

The Depreciation Comparison Report shows the base costs, depreciation methods, accumulated and year-to-date depreciation, and year-to-date difference for any two columns you select. Use this report to compare depreciation amounts and methods.

Depreciation Comparison Report Screen

Select **Depreciation Comparison Report** from the Year-End menu. The function screen appears.



1. Enter the range of asset IDs you want in the report (A14).

2. Enter the range of depreciation methods you want in the report (A6).

3. Enter the range of general ledger asset account numbers you want in the report (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

4. Enter the range of accumulated depreciation account numbers you want in the report (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

5. Enter the range of general ledger depreciation expense account numbers you want in the report (A12). The **Inquiry(F2)** command is available if Fixed Assets is interfaced with General Ledger.

6. Enter the range of dates assets were placed in service you want in the report.

7. Enter the range of the three user-defined location fields you want in the report (A15).

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.

8. Select the first column you want to compare.

9. Select the second column you want to compare.

Note

You cannot compare a column with itself.

1. Select the item by which you want to organize and subtotal the report.
2. Select the output device.

A sample Depreciation Comparison Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Depreication Summary Report

07/21/1999 Builders Supply Page 1
9:09 AM Depreciation Comparison Report
by Asset ID
Compare Book Against FedTax

Asset ID / Description	Date Placed / % Bus Use	Depr Method	Base Cost	Accumulated Depreciation	YTD Depreciation	BOOK - FEDTAX YTD Difference
ASSET ID COMPUTER						
COMPUTER 94 1	05/17/1994	BOOK M05Q1	1276.44	446.75	248.90	
Color Monitor	100	FEDTAX M05Q1	1276.44	446.75	248.90	.00
COMPUTER 94 2	12/01/1994	BOOK M05Q4	10552.26	527.61	3007.40	
Computer Equipment 1994	100	FEDTAX M05Q4	10552.26	527.61	3007.40	.00
TOTAL FOR ASSET ID COMPUTER		BOOK	11828.70	974.36	3256.30	
		FEDTAX	11828.70	974.36	3256.30	.00
GRAND TOTAL		BOOK	11828.70	974.36	3256.30	
		FEDTAX	11828.70	974.36	3256.30	.00

End of Report

Gains and Losses Report

The Gains and Losses Report shows acquisition, in-service, and retirement dates; base cost, depreciation, and reduction amounts retired; net sale proceeds; and gain or loss from the disposal of retired assets. Use the report to analyze the profits or losses from the disposal of retired assets and to determine whether you need to make an adjusting entry in the general ledger.

Note

Retired assets records can be purged during year-end maintenance. Print the Gains and Losses Report before using the Year-End Maintenance function.

Gains and Losses Report Screen

Select **Gains and Losses Report** from the Year-End menu. The function screen appears.

1. Enter the range of asset IDs you want in the report (A14).
2. Enter the range of retirement codes you want in the report (A1).
3. Enter the range of general ledger asset account numbers you want in the report (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.
4. Enter the range of retirement dates you want in the report.
5. Select the item by which you want to organize and subtotal the report.
6. Select the output device.

A sample Gains and Losses Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Gains and Losses Report

07/21/1999 Builder's Supply Page 1
9:19 AM Gains and Losses Report
by Asset ID

Asset ID / Description	Acq. Date / Date Placed / Date Retired		Retired Base Cost	Retired Accum. Depr.	Retired YTD Depr.	Retired Reductions	Net Sale Proceeds	Gain or Loss
ASSET ID COMPUTER								
COMPUTER 0001 -01	07/21/1994	BOOK	6329.84	5950.60	379.24	.00	150.00	150.00
Asset Not in Master Fil	07/21/1994	FEDTAX	6329.84	6076.65	.00	253.19	150.00	150.00
% Business Use	05/30/1992	OTHER	6329.84	5450.70	879.14	.00	150.00	150.00
Tax Class		A.M.T.	.00	.00	.00	.00	.00	.00
TOTAL FOR ASSET ID COMPUTER		BOOK	6329.84	5950.60	379.24	.00	150.00	150.00
		FEDTAX	6329.84	6076.65	.00	253.19	150.00	150.00
		OTHER	6329.84	5450.70	879.14	.00	150.00	150.00
		A.M.T.	.00	.00	.00	.00	.00	.00
ASSET ID CRANE								
CRANE 0001 -01	07/21/1994	BOOK	421302.59	406511.70	6790.89	.00	.00	8000.00-
Asset Not in Master Fil	07/21/1994	FEDTAX	421302.59	372807.49	6790.89	.00	.00	41704.21-
% Business Use	02/28/1999	OTHER	421302.59	406511.70	6790.89	.00	.00	8000.00-
Tax Class		A.M.T.	.00	.00	.00	.00	.00	.00
TOTAL FOR ASSET ID CRANE		BOOK	421302.59	406511.70	6790.89	.00	.00	8000.00-
		FEDTAX	421302.59	372807.49	6790.89	.00	.00	41704.21-
		OTHER	421302.59	406511.70	6790.89	.00	.00	8000.00-
		A.M.T.	.00	.00	.00	.00	.00	.00
GRAND TOTAL		BOOK	427632.43	412462.30	7170.13	.00	150.00	7850.00-
		FEDTAX	427632.43	378884.14	6790.89	253.19	150.00	41554.21-
		OTHER	427632.43	411962.40	7670.03	.00	150.00	7850.00-
		A.M.T.	.00	.00	.00	.00	.00	.00

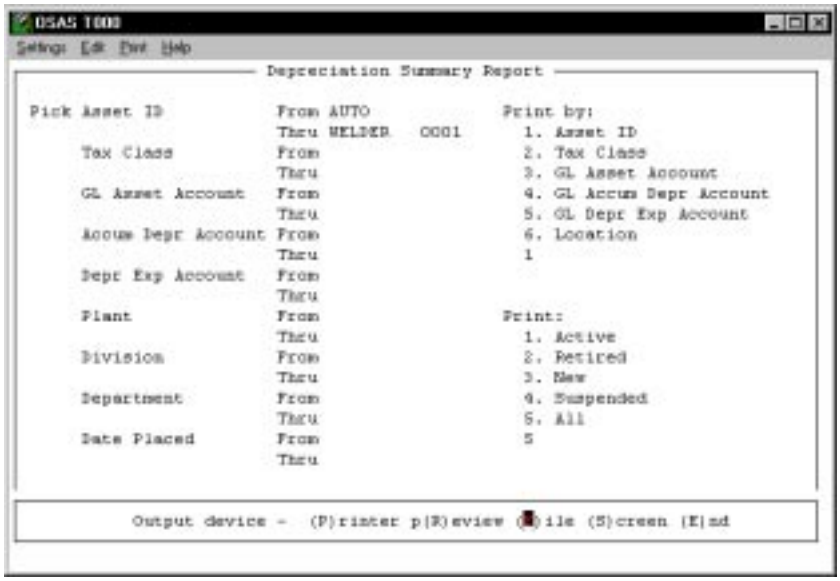
End of Report

Depreciation Summary Report

The Depreciation Summary Report shows the base costs, depreciation methods, accumulated and year-to-date depreciation, remaining depreciable base, and estimated life for all columns. Use this report to review depreciation methods and amounts and to collect the information you need to fill out tax forms.

Depreciation Summary Report Screen

Select **Depreciation Summary Report** from the Year-End menu. The function screen appears.



1. Enter the range of asset IDs you want in the report (A14).

2. Enter the range of tax classes you want in the report (A4).

3. Enter the range of general ledger asset account numbers you want in the report (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

4. Enter the range of accumulated depreciation account numbers you want in the report (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

5. Enter the range of general ledger depreciation expense account numbers you want in the report (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

6. Enter the range of the three user-defined location fields you want in the report.

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.

7. Enter the range of dates assets were placed in service you want in the report.

8. Select the item by which you want to organize and subtotal the report.

9. Select the kind(s) of assets you want in the report.

10. Select the output device.

A sample Depreciation Summary Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Depreciation Summary Report

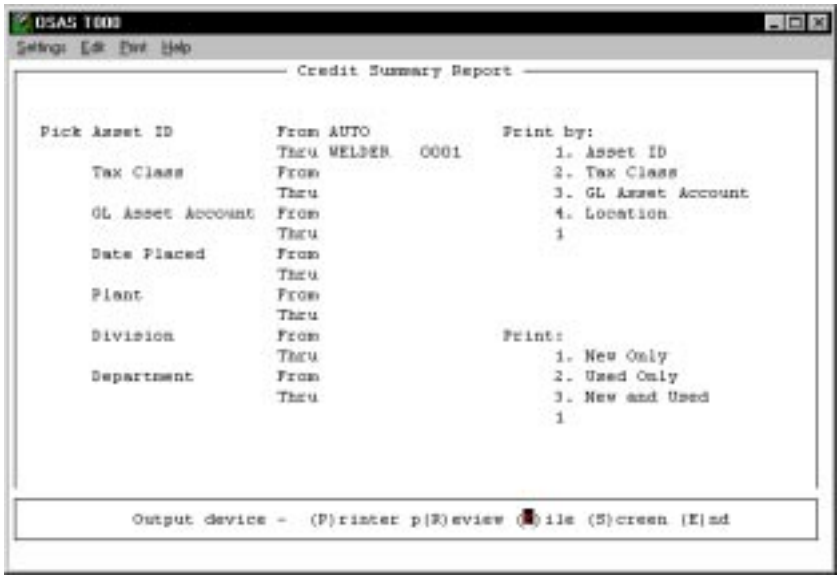
```
07/21/1999                                  Builders Supply                                  PAGE    1
9:22 AM                                Depreciation Summary Report
                                             by Asset ID

                                                                                          % of Base
Asset ID                  Depr.   Depr.                                  Accum. Depr.    Remaining  Deprec.  Year-to-Date
Description               Begin   End     Est. Depr.                        Taken       Depr. Base This Year Depreciation
                          Period  Period  Life Method     Base Cost
---------------------------------------------------------------------------------------------------------------------

ASSET ID  AUTO

AUTO      92  2                                                                                                 118.09
Auto Stereo System  BOOK  01/1992 01/1997  60 MO5P        1230.08          875.83          236.16      9.60     118.09
                    FEDTAX 01/1992 01/1997 60 MO5P        1230.08          875.83          236.16      9.60     118.09
                    OTHER 05/1992 05/1997  60 MO5P        1230.08          875.83          236.16      9.60     118.09
                    A.M.T. 07/1992 06/1997 60 SL          1230.08          717.75          341.55     13.88     170.78

                                           ---------------------------------------------------------------------------
TOTAL FOR ASSET ID AUTO             BOOK                  1230.08          875.83          236.16                118.09
                                    TAX                   1230.08          875.83          236.16                118.09
                                    OTHER                 1230.08          875.83          236.16                118.09
                                    A.M.T.                1230.08          717.75          341.55                170.78

                                           ===========================================================================
GRAND TOTAL                         BOOK                  1230.08          875.83          236.16                118.09
                                    TAX                   1230.08          875.83          236.16                118.09
                                    OTHER                 1230.08          875.83          236.16                118.09
                                    A.M.T.                1230.08          717.75          341.55                170.78

End of Report
```

Credit Summary Report

The Credit Summary Report shows the base costs, depreciation methods, 179 expenses and adjusted base costs, applied credit amounts, and percentages of adjusted base costs for all columns. Use this report as a resource when filling out IRS form 3468, “Computation of Investment Credit.”

Credit Summary Report Screen

Select **Credit Summary Report** from the Year-End menu. The function screen appears.



1. Enter the range of asset IDs you want in the report (A14).

2. Enter the range of tax classes you want in the report (A1).

3. Enter the range of general ledger asset account numbers you want in the report (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

4. Enter the range of dates assets were placed in service you want in the report.

5. Enter the range of the three user-defined location fields you want in the report (A15).

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.

6. Select the item by which you want to organize and subtotal the report.

7. Select which type of assets you want in the report.

8. Select the output device.

A sample Credit Summary Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Credit Summary Report

07/21/1999 Builders Supply PAGE 1
9:23 AM Credit Summary Report
by Asset ID - New and Used

Asset ID / Description / Credits Description	New/ Used	Date Placed / Adjusted Cost / Total Credits		Depr. Method	Depr. Begin Period	Base Cost	179 Expense	179 Adjusted Base Cost	Applied Credits	% of Adj. Base
ASSET ID AUTO										
AUTO 92 2	NEW	03/31/1992	BOOK	M05P	1/1992	1230.08	.00	1230.08	.00	.00
Auto Stereo System		1230.08	FEDTAX	M05P	1/1992	1230.08	.00	1230.08	.00	.00
		.00	OTHER	M05P	5/1992	1230.08	.00	1230.08	.00	.00
			A.M.T.	SL	7/1992	1230.08	.00	1230.08	.00	.00
TOTAL FOR ASSET ID AUTO			BOOK			1230.08	.00	1230.08	.00	
		1230.08	FEDTAX			1230.08	.00	1230.08	.00	
		.00	OTHER			1230.08	.00	1230.08	.00	
			A.M.T.			1230.08	.00	1230.08	.00	
GRAND TOTAL			BOOK			1230.08	.00	1230.08	.00	
		1230.08	FEDTAX			1230.08	.00	1230.08	.00	
		.00	OTHER			1230.08	.00	1230.08	.00	
			A.M.T.			1230.08	.00	1230.08	.00	

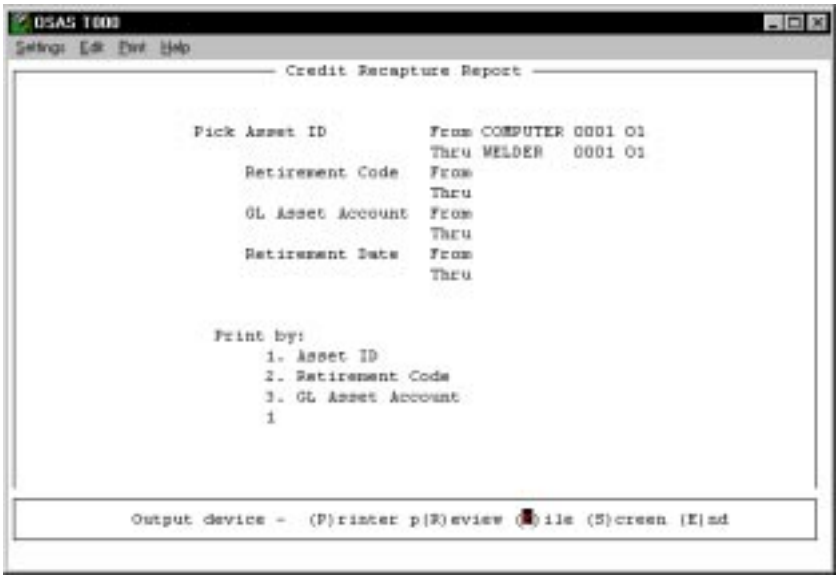
End of Report

Credit Recapture Report

The Credit Recapture Report shows the estimated and actual asset life, difference between estimated and actual life in periods, total credit dollars retired, and recapture amount for retired assets. Use this report as a resource when filling out IRS form 4255.

Credit Recapture Report Screen

Select **Credit Recapture Report** from the Year-End menu. The function screen appears.



1. Enter the range of asset IDs you want in the report (A14).

2. Enter the range of retirement codes you want in the report (A1).

3. Enter the range of general ledger asset account numbers you want in the report (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

4. Enter the range of retirement dates you want in the report.

5. Select the item by which you want to organize and subtotal the report

6. Select the output device.

A sample Credit Recapture Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Credit Recapture Report

07/21/1999 Builders Supply Page 1
9:31 AM Credit Recapture Report
by Asset ID

Asset ID	Description	Est. Life	FEDTAX Act. Life	FEDTAX Periods Early	Total Credits Retired	% of Life Unused	Amount Recaptured
ASSET ID COMPUTER							
COMPUTER 0001 -01	Micro-Computer for Accounting	36	36	0	253.19	.00	.00
TOTAL FOR ASSET ID COMPUTER					253.19		.00
ASSET ID CRANE							
CRANE 0001 -01	Cranes/Derricks	120	120	0	33704.21	.00	.00
TOTAL FOR ASSET ID CRANE					33704.21		.00
GRAND TOTAL					33957.40		.00

End of Report

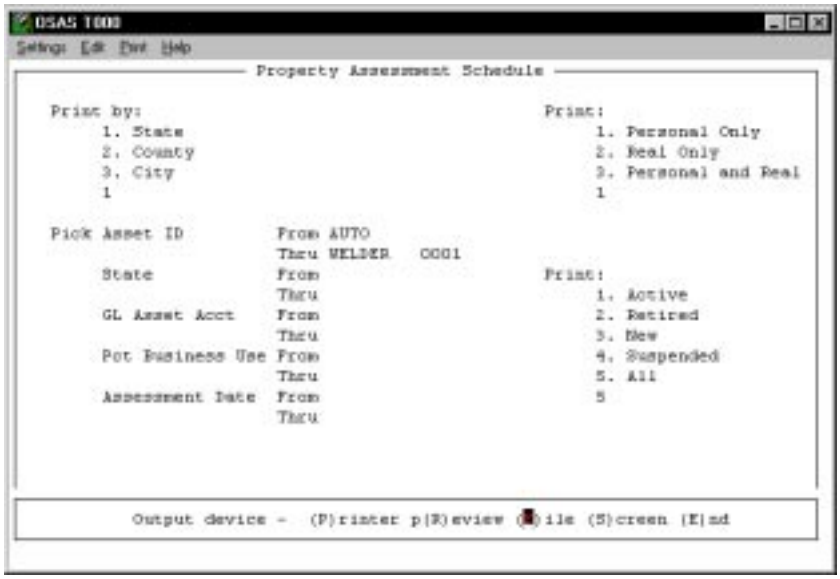
Property Assessment Schedule

The Property Assessment Schedule shows the assessment date, assessed value, percentage of business use, property type, and status for specified asset IDs. The schedule is organized by tax district.

Use it to review the local tax assessment and valuation and as a resource when filling out local tax returns.

Property Assessment Schedule Screen

Select **Property Assessment Schedule** from the Year-End menu. The function screen appears.



1. Select the tax district by which you want to organize the assessment schedule.

   The names of these three fields are determined by the TAXDTxxx table. The default descriptions are State, County, and City.

2. Enter the range of asset IDs you want in the schedule (A14).

3. Enter the range of tax districts you want in the schedule (A15). The tax district description you selected is displayed (see step 1 above).

4. Enter the range of general ledger asset account numbers you want in the schedule (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

5. Enter the range of percentages of business use you want in the schedule (N3).

6. Enter the range of assessment dates you want in the schedule.

7. Select the type of property you want in the schedule.

8. Select the type of assets you want in the schedule.

9. Select the output device.

A sample Property Assessment Schedule is at the end of this section.

After the schedule is produced, the Year-End menu appears.

Property Assessment Schedule

07/21/1999 Builders Supply PAGE 1
9:49 AM Property Assessment Schedule
by State

Asset ID	Description	Qty.	Personal or Real	New or Used	GL Asset Account	Assessment Date	Assessed Value	Bus. Use %
STATE MN								
BUILDING	Corporate Headquarters Bldg	1	REAL	NEW	151000	12/15/1994	222790.00	100
COMPUTER 0001	Micro-Computer for Accounting	1	PERSONAL	NEW	153000	06/10/1989	6329.84	100
TOTAL FOR MN			PERSONAL				6329.84	
			REAL				222790.00	
GRAND TOTAL			PERSONAL				6329.84	
			REAL				222790.00	

End of Report

Depreciation Tax Report

The Depreciation Tax Report shows the listed assets on file; the 179 expenses associated with assets placed in service during the specified tax year; the Modified Accelerated Cost Recovery System (MACRS) depreciation for assets placed in service during the specified tax year; the depreciation taken on nonlisted assets and assets placed in service before the specified tax year; and a summary of IRS Form 4562. Use the Depreciation Tax Report as a resource when filling out IRS Form 4562, “Depreciation and Amortization.”

Use Form 4562 to claim your deduction for depreciation and amortization, to make the election to expense some tangible property (section 179), and to provide information on the business and/or investment use of automobiles and other listed property.

Note

Do not file any part of the Depreciation Tax Report with the IRS. Use the report solely as an aid in preparation for filling out Form 4562.

Sections of the Report

The Depreciation Tax Report consists of five sections, reflecting information for parts I, II, III, and V(a) of IRS Form 4562. You can print any or all of the five sections of the report.

Listed Assets Schedule

This section of the report shows the listed assets on file. Assets with more than 50 percent business use are listed first; then assets with 50 percent business use or less are listed. Use the Listed Assets Schedule as a resource when filling out Part V, Section A of IRS Form 4562.

179 Expenses Schedule

This section of the report shows the 179 expenses associated with assets placed in service during the specified tax year. It also lists the 179 expense amount from the Listed Assets Schedule (if you elected to produce it). Use the 179 Expenses Schedule as a resource when filling out Part I of IRS Form 4562.

New MACRS Assets Schedule

This section of the report shows the MACRS depreciation for assets placed in service during the specified tax year. It is organized in order of depreciable life of the property. Use the New MACRS Assets Schedule as a resource when filling out Part II of IRS Form 4562.

Other Depreciation Schedule

This section of the report shows the depreciation taken on nonlisted assets and assets placed in service before the specified tax year. Use the Other Depreciation Schedule as a resource when filling out Part III of IRS Form 4562.

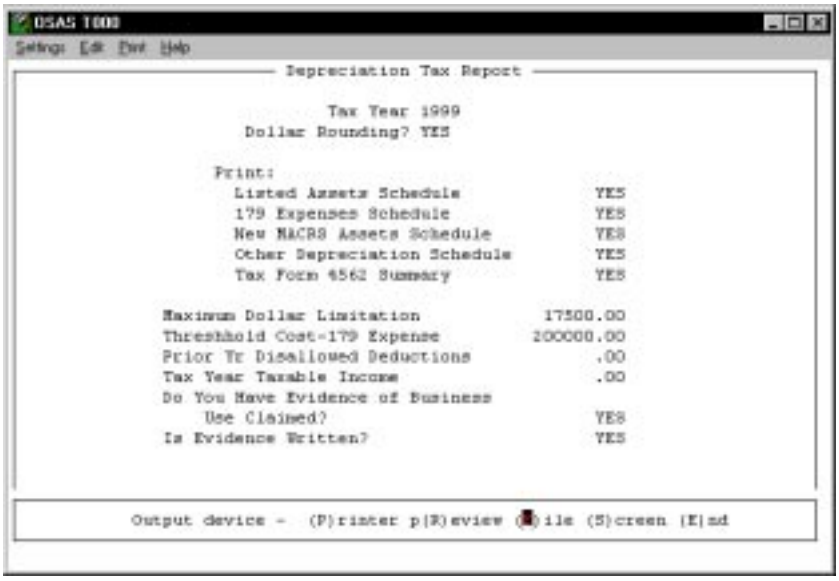
Tax Form 4562 Summary

This section of the report is a summary of IRS Form 4562. Use the Tax Form 4562 Summary as a resource when filling out Parts I–IV and Part V, Section A of IRS Form 4562.

Information for Part IV, Part V, Sections B and C, and Part VI of IRS Form 4562 is not included in the Fixed Assets system; these sections of the form must be figured manually.

Depreciation Tax Report Screen

Select **Depreciation Tax Report** from the Year-End menu. The function screen appears.


OSAS T000
Settings Edit Print Help
Depreciation Tax Report
Tax Year 1999
Dollar Rounding? YES
Print:
Listed Assets Schedule YES
179 Expenses Schedule YES
New MACRS Assets Schedule YES
Other Depreciation Schedule YES
Tax Form 4562 Summary YES
Maximum Dollar Limitation 17500.00
Threshhold Cost-179 Expense 200000.00
Prior Yr Disallowed Deductions .00
Tax Year Taxable Income .00
Do You Have Evidence of Business
Use Claimed? YES
Is Evidence Written? YES
Output device - (P)rinter p(R)eview (F)ile (S)creen (E)md

Field	Description
Tax Year	Enter the tax year for which you want to prepare the report.
Dollar Rounding?	Enter **Y** or **N** to indicate whether or not you want all dollar amounts in the report to be rounded to the nearest whole dollar.
Print: Listed Assets	Enter **Y** or **N** to indicate whether or not you
Schedule	want to produce the Listed Assets Schedule.
Print: 179 Expenses Schedule	Enter **Y** or **N** to indicate whether or not you want to produce the 179 Expenses Schedule.
Print: New MACRS Assets Schedule	Enter **Y** or **N** to indicate whether or not you want to produce the New MACRS Assets Schedule.

Field	Description
Print: Other Depreciation Schedule	Enter **Y** or **N** to indicate whether or not you want to produce the Other Depreciation Schedule.
Print: Tax Form 4562 Summary	Enter **Y** or **N** to indicate whether or not you want to produce the Tax Form 4562 Summary.
Maximum Dollar Limitation (9.2)	This field appears only if you entered Y in the Tax Form 4562 Summary field. Enter the maximum amount of section 179 deduction you can claim. (For information, see the IRS document "Instructions for Form 4562.") The number you enter here will appear on line 1 of the Tax Form 4562 Summary section of the report.
Threshold Cost-179 Expense (9.2)	This field appears only if you entered Y in the Tax Form 4562 Summary field. Enter the threshold cost of section 179 property before reduction in limitation. The number you enter here will appear on line 3 of the Tax Form 4562 Summary section of the report.
Prior Yr Disallowed Deductions (9.2)	This field appears only if you entered Y in the Tax Form 4562 Summary field. The carryover of disallowed deductions from the prior tax year is the amount of section 179 property, if any, elected to be expensed in previous years but not allowed as a deduction because of the taxable income limitation. If you filed Form 4562 for the prior tax year, enter the amount from line 13 of your prior-year Form 4562. The number you enter here will appear on line 10 of the Tax Form 4562 Summary section of the report.
Tax Year Taxable Income (9.2)	This field appears only if you entered Y in the Tax Form 4562 Summary field.

Field	Description
	Enter the taxable income computed without regard to any section 179 expense deduction. (For more information, see the IRS document "Instructions for Form 4562.")
	The number you enter here *may* appear on line 11 of the Tax Form 4562 Summary section of the report. (See **Notes on Line Calculations for Tax Form 4562 Summary** below.)
Do You Have Evidence of Business Use Claimed?	If you have evidence to support the percentage of business use you are claiming on Form 4562 for automobiles and other listed property, enter **Y**; if not, enter **N**.
	The response you enter here will appear on line 22a of the Tax Form 4562 Summary section of the report.
Is Evidence Written?	If you entered Y in the previous field, enter **Y** or **N** to indicate whether or not your evidence is written.
	The response you enter here will appear on line 22b of the Tax Form 4562 Summary section of the report.

Select the output device for the report.

A sample Depreciation Tax Report is at the end of this section.

After the report is produced, the Year-End menu appears.

Notes on Line Calculations for Tax Form 4562 Summary

The Tax Form 4562 Summary section of the Depreciation Tax Report contains numerous line calculations, some of which are determined by your entries on the function screen, some of which are generated by the Fixed Assets system.

Some lines on the Tax Form 4562 Summary are not calculated by the Fixed Assets system and are left blank. Enter the numbers manually, if necessary.

All the line numbers on the Tax Form 4562 Summary correspond to the line numbers on IRS Form 4562. For more information on any particular line calculation, refer to the IRS document “Instructions for Form 4562.”

Here is a list of the line calculations for the Tax Form 4562 Summary section of the report:

Line	Calculation
1.	Maximum dollar limitation (from function screen)
2.	Total base cost of 179 expensed property (listed and other) placed in service during the tax year
3.	Threshold cost (from function screen)
4.	Greater of: line 3 minus line 2 *or* zero.
5.	Greater of: line 4 minus line 1 *or* zero.
6.	If there are more than two 179 expensed nonlisted assets, **See 179 Expense Schedule** is printed, along with the total 179 expense amount; if not, the assets and their expenses are listed
7.	Total 179 expense (from Listed Assets Schedule)
8.	Sum of line 6(c) and line 7
9.	Lesser of: line 5 *or* line 8
10.	Prior-year disallowed deductions (from function screen)
11.	Lesser of: Tax Year Taxable Income (from the function screen) *or* line 5
12.	Lesser of: the sum of lines 9 and 10 *or* line 11
13.	Line 9 plus line 10 minus line 12
14.	Totals of each property class (from New MACRS Assets Schedule)
15.	Not used by Fixed Assets system (leave blank)
16.	Total from Other Depreciation Schedule (MACRS only)
17.	Not used by Fixed Assets system (zero)
18.	Total from Other Depreciation Schedule (SL, SYD, xxDB, ACRS)
19.	Total depreciation deductions (from Listed Assets Schedule)
20.	Sum of lines 12, 14 (column g), 15 (column g), 16, 17, 18, and 19
21.	Not used by Fixed Assets system (zero)
22.	(a)Do you have evidence to support business/investment use claimed? (from function screen)
23.	(b)Is evidence written? (from function screen)

24. If more than three listed assets are placed in service during the tax year with 51 percent or greater business use, **See Listed Assets Schedule** is printed, along with the total listed asset amount; if not, the assets are listed individually
25. If more than three listed assets are placed in service during the tax year with 50 percent or less business use, **See Listed Assets Schedule** is printed, along with the total listed asset amount; if not, the assets are listed individually
26. Sum of lines 23 (column h) and 24 (column h)
27. Sum of lines 23 (column i) and 24 (column i)

Depreciation Tax Report (Listed Assets Schedule)

07/21/1999 Builders Supply Page 1
9:51 AM Depreciation Tax Report
Listed Assets Schedule

Asset ID	Description	Qty.	Bus. Use %	Base Cost	Basis for Depreciation	Recov. Per.	Depr. Method	Deductible Depreciation	179 Expense
Listed Properties									
AUTO 95	Automobile - Tan LMC	1	80	35735.00	28588.00	3.0	MO3P	9077.43	8500.00
Subtotal of assets with more than 50% business use				35735.00	28588.00			9077.43	8500.00
Total of listed properties				35735.00	28588.00			9077.43	8500.00

Depreciation Tax Report (179 Expense Schedule)

07/21/1999 Builders Supply Page 2
9:51 AM Depreciation Tax Report

179 Expense Schedule

Asset ID	Description	Qty.	Base Cost	Recov. Per.	Depr. Method	Deductible Depreciation	179 Expense
COMPUTER 95	1 Color Monitor	1	1276.44	5.0	MO5Q1	331.87	.00
COMPUTER 95	2 Computer Equipment 1999	1	10552.26	5.0	MO5Q4	589.86	9000.00
Total of 179 Properties (Not Listed)			11828.70			921.73	9000.00
Total of 179 Listed Properties			35735.00			9077.43	8500.00
Total of All 179 Properties			47563.70			9999.16	17500.00

Depreciation Tax Report (New MACRS Assest Schedule)

07/21/1999 Builders Supply Page 3
9:51 AM Depreciation Tax Report

New MACRS Assets Schedule

Property Class	Asset ID	Description	Mo./Yr. in Svc.	Basis for Depreciation	Recov. Per.	Conv.	Depr. Method	Depreciation Deduction
5-year property	COMPUTER 95 1	Color Monitor	05/1999	1276.44	5.0	MQ	200DB	331.87
5-year property	COMPUTER 95 2	Computer Equipment 1999	12/1999	10552.26	5.0	MQ	200DB	589.86
							TOTAL	921.73

Depreciation Tax Report (Other Depreciation Schedule)

07/21/1999 Builders Supply Page 4
9:51 AM Depreciation Tax Report

Other Depreciation Schedule

Asset ID		Description	Mo./Yr. in Svc.	Basis for Depreciation	Recov. Per.	Depr. Method	Depreciation Deduction
COMPUTER	94 2	Computer Equipment 1994	12/1994	10552.26	5.0	M05Q4	3341.56
COMPUTER	94 1	Color Monitor	05/1994	1276.44	5.0	M05Q1	276.56
OFFICE	94 1	Refrigerator	04/1994	1248.96	7.0	M07Q1	223.04
OFFICE	93 2	FAX Machine	12/1993	794.99	7.0	M07P	115.87
OFFICE	93 1	File Cabinets	07/1993	1142.04	7.0	M07P	166.46
OFFICE	93 4	Walnut Desk Chairs	07/1993	379.93	7.0	M07P	55.38
COMPUTER	93 1	Portable Computer	06/1993	4782.17	5.0	M05P	765.16
OFFICE	93 3	Book Shelves	05/1993	121.06	7.0	M07P	17.64
BUILDING		Corporate Headquarters Bldg	04/1993	197500.00	27.5	M27R	5984.26
COMPUTER	93 3	Computer Equipment 1993	04/1993	8810.12	5.0	M05P	1409.62
COMPUTER	92	Portable Computer	06/1992	5684.78	5.0	M05P	545.74
COMPUTER	92 1	Computer Equipment 1992	03/1992	7925.47	5.0	M05P	760.84
OFFICE	92	Office Equipment 1992	03/1992	3323.67	7.0	M07Q1	302.73
COMPUTER	91	Computer Equipment 1991	04/1991	11021.00	3.0	SL	.00
OFFICE	91	Office Equipment 1991	04/1991	2421.00	5.0	SL	423.68
COMPUTER	0001	Micro-Computer for Accounting	06/1989	6329.84	3.0	SL	.00
LAND		10 Acres Corporate Site	10/1988	45000.00	.0	NONE	.00
CRANE	0001	Cranes/Derricks	03/1985	421302.59	10.0	SL	6790.89
DRILL	0001	Drill Press	03/1985	22016.54	10.0	SL	366.18
FORKLIFT	0001	Forklifts	03/1985	160000.00	10.0	SL	2525.99
LATHE	0001	Lathes	03/1985	151421.66	10.0	SL	2518.45
PLANER	0001	Planers/Sanders	03/1985	98537.80	10.0	SL	1544.29
SAW	0001	Power Saws	03/1985	216131.20	10.0	SL	3540.64
WELDER	0001	Welding Machines	03/1985	318265.13	10.0	SL	5293.39
OFFICE	95	Cubes		7639.54	7.0	M07Q1	.00
						TOTAL	36968.37

Depreciation Tax Report (Tax Form 4562 Summary, parts I-IV)

07/21/1999 Builders Supply Page 5
9:51 AM Depreciation Tax Report
Tax Form 4562 Summary

Part I Election To Expense Certain Tangible Property (Section 179) (NOTE: If you have any "Listed Property," complete Part V before you complete Part I.)

1	Maximum dollar limitation (if an enterprise zone business, see instructions)	1	17500.00
2	Total cost of section 179 property placed in service during the tax year (see instructions)	2	47563.70
3	Threshold cost of section 179 property before reduction in limitation	3	200000.00
4	Reduction in limitation. Subtract line 3 from line 2, but do not enter less than -0-	4	.00
5	Dollar limitation for tax year. Subtract line 4 from line 1, but do not enter less than -0-, (If married filing separately, see instructions)	5	17500.00

(a) Description of property	(b) Cost	(c) Elected Cost
Computer Equipment 1999	10552.26	9000.00

6	Computer Equipment 1999	7	8500.00
7	Elected Costs - Listed Property. Enter the amount from line 26 . . . . . lines 6 and 7.	8	17500.00
8	Total elected cost of section 179 property. Add amounts in column (c),	9	17500.00
9	Tentative deduction. Enter the smaller of line 5 and line 8.	10	.00
10	Carryover of disallowed deduction - prior year (see instructions)	11	.00
11	Taxable income limitation. Enter the smaller of taxable income or line 5 (see instructions)	12	.00
12	Section 179 expense deduction. Add lines 9 and 10, but do not enter more than line 11	13	17500.00
13	Carryover of disallowed deduction to next year. Add lines 9 and 10, less line 12.		

NOTE: Do not use Part II or Part III below for listed property (automobiles, certain other vehicles, cellular telephones, certain computers, or property used for entertainment, recreation or amusement). Instead, use part V for listed property.

Part II MACRS Depreciation For Assets Placed in Service ONLY During Your 1999 Tax Year (Do Not Include Listed Property)

	(a) Classification of property	(b) Month and year placed in service	(c) Basis for depreciation (business/investment use only--see instructions)	(d) Recovery period	(e) Convention	(f) Method	(g) Depreciation deduction
14	General Depreciation System (GDS) (see instructions):						
a	3-year property						
b	5-year property						
c	7-year property						
d	10-year property		11828.70	5.0 years	MQ	200DB	921.73
e	15-year property						
f	20-year property						
g	Residential rental property						
h	Nonresidential real property						
15	Alternative Depreciation System (ADS) (see instructions):						
a	Class life						
b	12-year						
c	40-year						

Part III Other Depreciation (Do Not Include Listed Property)

16	GDS and ADS deductions for assets placed in service in tax years beginning before 1999	16	36968.37
17	Property subject to Section 168(f)(1) election	17	.00
18	ACRS and other depreciation.	18	36968.37

Part IV Summary

19	Listed property. Enter amount from line 25.	19	9077.43
20	Total. Add line 12, lines 14-15 in column g, and lines 16 through 19. Enter here and on your return.	20	83935.90
21	For assets shown above and placed in service during the current year, enter the portion of the basis attributable to section 263A costs (see instructions)	21	.00

Depreciation Tax Report (Tax Form 4562 Summary, part V)

```
07/21/1999                                  Builders Supply                                  Page   6
9:51 AM                                   Depreciation Tax Report
                                            Tax Form 4562 Summary

Part V  Listed Property--Automobiles, Certain Other Vehicles, Cellular Telephones, Certain Computers, and
        Property Used for Entertainment, Recreation, or Amusement
        For any vehicle for which you are using the standard mileage rate or deducting lease expense, complete only 22a,
        22b, columns (a) through (c) of Section A, all of Section B, and Section C if applicable.
     Section A--Depreciation and Other Information (Caution: See instructions for limitations for automobiles.)
22a Do you have evidence to support the business/investment use claimed? YES | 22b If "Yes," is the evidence written? YES
          (a)          |     (b)     |     (c)     |     (d)     |     (e)     |     (f)     |     (g)     |     (h)     |     (i)
    Type of property (list |Date placed|Business/ |Cost or other|Basis for    |Recovery|Method/ |Depreciation |  Elected
      vehicles first)      | service  |Investment|    basis    |depreciation |  period|Convention| deduction   | section 179
                           |          | use pctg |             |Bus. use only|        |          |             |    cost
23 Property used more than 50% in a qualified business use (see instructions):
Automobile - Tan LMC       |02/01/1999|   80.0%  |   35735.00  |   28588.00  |   3.0  |200DB - HY|   9077.43   |    8500.00
                           |          |      %   |             |             |        |          |             |
                           |          |      %   |             |             |        |          |             |
24 Property used 50% or less in a qualified business use (see instructions):
                           |          |      %   |             |             |        |          |             |  \\\\\\\\\\\\\
                           |          |      %   |             |             |        |          |             |  \\\\\\\\\\\\\
                           |          |      %   |             |             |        |          |             |  \\\\\\\\\\\\\
25 Add amounts in column (h). Enter the total here and on line 19, page 1                                  | 25 |   9077.43   |\\\\\\\\\\\\\
26 Add amounts in column (i). Enter the total here and on line 7, page 1                                   |    |             | 26 |    8500.00

End of Report
```

Year-End Maintenance

Use the Year-End Maintenance function for these tasks:

- add year-to-date depreciation to accumulated depreciation taken
- add annual depreciation to accumulated eligible depreciation
- reset the YTD Depreciation field to zero
- calculate projected annual depreciation for next year
- increment the This Year field (ACPRDxxx table) by 1
- reset the Begin Period, Ending Period, and Process fields (ACPRDxxx table) to zero
- delete assets retired before a date you specify

You can perform year-end maintenance for selected or all columns.

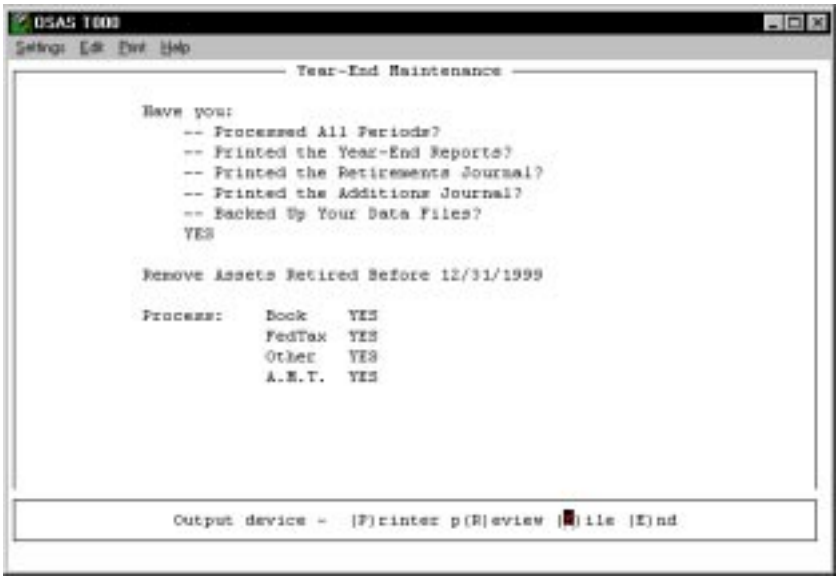
Before Year-End

Before you begin, you must complete depreciation processing and post the periods for the columns you plan to process. Back up your data files and print these reports:

- Additions Journal (page 6-3)
- Retirements Journal (page 6-7)
- Depreciation Comparison Report (page 7-3)
- Gains and Losses Report (page 7-7)
- Depreciation Summary Report (page 7-11)
- Credit Summary Report (page 7-15)
- Credit Recapture Report (page 7-19)
- Property Assessment Schedule (page 7-23)

Year-End Maintenance Screen

Select **Year-End Maintenance** from the Year-End menu. The function screen appears.



Field	Description
Have you:	If you have not completed period processing and printed the necessary reports, enter **N**. When you have done these things, enter **Y**.
Remove Assets	If you want to remove retired assets records,
Retired Before	enter a date. Assets records containing a retirement date earlier than the date you enter will be deleted.
Process	You can select any combination of books to process. Enter **Y** in the fields corresponding to the book(s) you want to process. If you do not want to process a book, enter **N** in its corresponding field.

A sample Year-End Maintenance Log is at the end of this section.

After the log is printed, the Year-End menu appears.

After Year-End

After you complete year-end maintenance, produce the Percent of Business Use Report page 7-45. The numbers in the Percent of Business Use Report are accurate immediately after the Accum Eligible Depr and Accum Depr Taken fields have been updated by the Year-End Maintenance function; they lose accuracy as period depreciation is computed and posted.

Year-End Maintenance Log

07/21/1999 Builders Supply Page 1
9:58 AM Year-End Maintenance

Asset ID	Description	Column Type	Depr. Method	Switch Done	Base Cost	Accumulated Depreciation	Annual Depreciation
AUTO	Automobile - Grey LMC	BOOK	M03P	NO	11000.00	7333.70	.00
		FEDTAX	SL	NO	11000.00	7125.00	.00
		OTHER	SYD	NO	11000.00	7125.00	.00
		A.M.T.	SL	NO	11000.00	8250.00	.00
AUTO	92 2 Auto Stereo System	BOOK	M05P	NO	1230.08	993.92	141.71
		FEDTAX	M05P	NO	1230.08	993.92	141.71
		OTHER	M05P	NO	1230.08	993.92	141.71
		A.M.T.	SL	NO	1230.08	888.53	204.93
AUTO	95 Automobile - Tan LMC	BOOK	SL	NO	35735.00	3801.42	4147.00
		FEDTAX	M03P	NO	35735.00	9077.43	11657.57
		OTHER	SYD	NO	35735.00	13399.38	16151.04
		A.M.T.	200DB	NO	35735.00	21838.06	7396.94
BUILDING	Corporate Headquarters Bldg	BOOK	SL	NO	197500.00	18553.04	7181.82
		FEDTAX	M27R	NO	197500.00	18252.96	7181.10
		OTHER	SL	NO	197500.00	18553.04	7181.82
		A.M.T.	150DB	NO	197500.00	39560.01	12965.22
COMPUTER	91 Computer Equipment 1991	BOOK	SL	NO	11021.00	6021.00	.00
		FEDTAX	SL	NO	11021.00	6021.00	.00
		OTHER	SL	NO	11021.00	6021.00	.00
		A.M.T.	SL	NO	11021.00	6021.00	.00
COMPUTER	92 Portable Computer	BOOK	M05P	NO	5684.78	4593.31	654.89
		FEDTAX	M05P	NO	5684.78	4593.31	654.89
		OTHER	SL	NO	5684.78	4168.84	1136.96
		A.M.T.	SL	NO	5684.78	4358.34	1136.95
	TOTAL	BOOK			361777.67	68984.25	18681.64
		FEDTAX			361777.67	73751.48	26191.49
		OTHER			361777.67	75808.28	26478.89
		A.M.T.			325107.54	84805.68	22187.43

End of Report

Percent of Business Use Report

The Percent of Business Use Report shows the percentage of business use, estimated asset life and depreciation method, base cost, accumulated eligible depreciation, accumulated depreciation taken, and annual depreciation for all columns.

Use the report to review the percentage of business use and to compare potential and actual depreciation columns.

Note

Produce the report immediately after you complete year-end processing to make sure that the numbers are accurate.

Percent of Business Use Report Screen

Select **Percent of Business Use Report** from the Year-End menu. The function screen appears.

1. Enter the range of asset IDs you want in the report (A14).

2. Enter the range of general ledger asset account numbers you want in the report (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

3. Enter the range of percentages of business use you want in the report (N3).

4. Select the type(s) of assets you want in the report.

5. Select the output device.

A sample Percent of Business Use Report is at the end of this section.

After the schedule is produced, the Year-End menu appears.

Percent of Business Use Report

07/21/1999 Builders Supply Page 1
10:02 AM Percent of Business Use Report
by GL Asset Account

Asset ID / Description	% of Bus. Use		Apply % Bus.?	Depr. Beg. Per.	Est. Depr. Life	Method	Base Cost	Accumulated Elig. Depr.	Accumulated Depr. Taken	Annual Depreciation
GL ASSET ACCOUNT 154000										
AUTO										
Automobile - Grey LMC	75	BOOK	NO	05/1992	36	M03P	11000.00	7333.70	7333.70	.00
		FEDTAX	YES	05/1992	36	SL	11000.00	9500.00	7125.00	.00
		OTHER	YES	05/1992	36	SYD	11000.00	9500.00	7125.00	.00
		A.M.T.	YES	05/1992	36	SL	11000.00	11000.00	8250.00	.00
AUTO 92 2										
Auto Stereo System	100	BOOK	NO	01/1992	60	M05P	1230.08	1017.54	993.92	141.71
		FEDTAX	YES	01/1992	60	M05P	1230.08	1017.54	993.92	141.71
		OTHER	YES	05/1992	60	M05P	1230.08	1017.54	993.92	141.71
		A.M.T.	YES	07/1992	60	SL	1230.08	922.68	888.53	204.93
AUTO 95										
Automobile - Tan LMC	80	BOOK	NO	02/1999	60	SL	35735.00	3801.42	3801.42	4147.00
		FEDTAX	YES	02/1999	36	M03P	35735.00	9077.43	9077.43	11657.57
		OTHER	YES	02/1999	36	SYD	35735.00	13399.38	13399.38	10151.04
		A.M.T.	YES	02/1999	36	200DB	35735.00	21838.06	21838.06	7396.94
TOTAL FOR GL ASSET ACCOUNT 154000		BOOK					47965.08	12152.66	12129.04	4288.71
		FEDTAX					47965.08	19594.97	17196.35	11799.28
		OTHER					47965.08	23916.92	21518.30	10292.75
		A.M.T.					47965.08	33760.74	30976.59	7601.87
GRAND TOTAL		BOOK					47965.08	12152.66	12129.04	4288.71
		FEDTAX					47965.08	19594.97	17196.35	11799.28
		OTHER					47965.08	23916.92	21518.30	10292.75
		A.M.T.					47965.08	33760.74	30976.59	7601.87

End of Report

File Maintenance 8

Fixed Assets	8-3
Tables	8-23
Depreciation Tables	8-31
Retire Assets	8-35

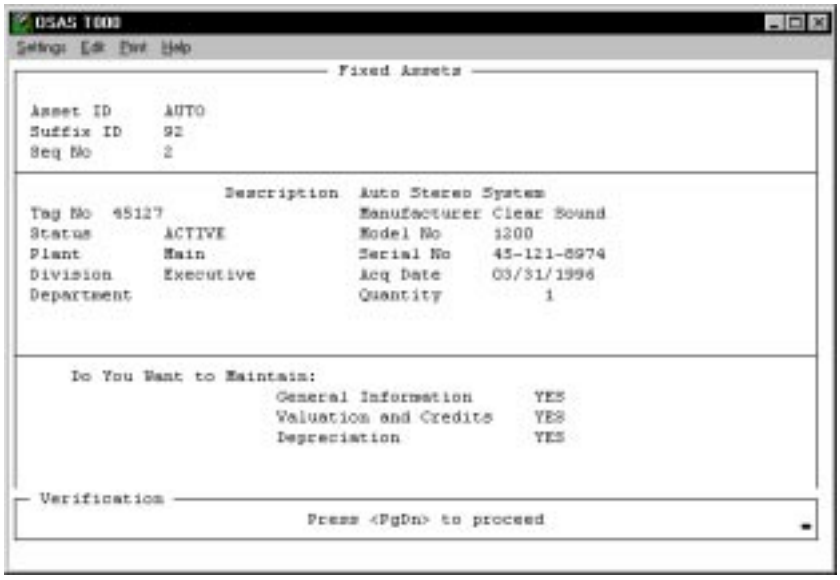
Fixed Assets

Use the Fixed Assets function to create and maintain your assets records. An asset record contains all the information pertaining to an asset and its depreciation.

Each asset record is divided into four sections: the master screen and three subscreens (General Information, Valuation and Credits, and Depreciation).

Fixed Assets Master Screen

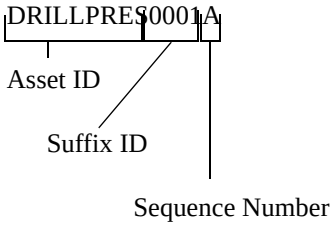
Select **Fixed Assets** from the File Maintenance menu. The master screen appears.



Use the master screen to select the asset you want to work with and the subscreens you want to access.

Asset IDs

To begin, you must enter the asset ID (A14). Asset IDs are divided into three parts: the first 9 characters form the asset ID proper, characters 10 through 13 form the suffix ID, and character 14 is the sequence number.



You can enter an asset ID in two ways:

- Enter all 14 characters in the Asset ID field. The system automatically separates the first 9 characters and displays them in the Asset ID field. Characters 10 through 13 are displayed in the Suffix ID field, and the last character is displayed in the Seq No field.

- If the asset ID proper contains fewer than 9 characters, use the space bar to account for unused characters. For example, if the full asset ID is AUTO872, where AUTO is the asset ID, 87 is the suffix ID, and 2 is the sequence number, you must type five blank spaces after AUTO before you type 87, and then type two blank spaces before you type 2. This sequence ensures that the system reads the asset ID correctly. When you press **Enter,** each segment of the asset ID is displayed in its appropriate field.

- Type the asset ID proper in the Asset ID field. Then press **Enter** and type the suffix ID in the Suffix ID field. Then press **Enter** and type the sequence number in the Seq No field. This method eliminates the need for entering blank spaces to compensate for unused characters.

Grouping similar assets

You can group similar assets together for reporting purposes. For example, if you purchase two nearly identical drill presses, you can label them DRILLPRES0001 and DRILLPRES0002, differentiating them by suffix ID.

Tracking additions separately

You can track additions separately from the basic asset. For example, if you add a refrigerator to your existing delivery vehicle DELTRUCK_0001, you can label the refrigerator DELTRUCK_0001A, thus grouping it with the truck in reports but making it possible to depreciate it separately.

Adding an asset

If the asset, suffix, and/or sequence ID you enter is not in the FAMAxxx file, the Copy From fields appear.

If you do not want to copy information from another asset—that is, if you want to create a new asset—press **Enter** to skip these fields.

If the asset you are adding is like an asset that is already in the file, you can copy the information from the existing record. If you enter an asset ID to copy, this prompt appears when you press **Enter** at the Copy From Seq No field:

Copy dollars and dates too?

If you want to copy every field in the record, press **Y**. If you do not want to copy fields that store dates or dollar amounts, press **N**.

Do You Want to Maintain:

General Information
Valuation and Credits
Depreciation

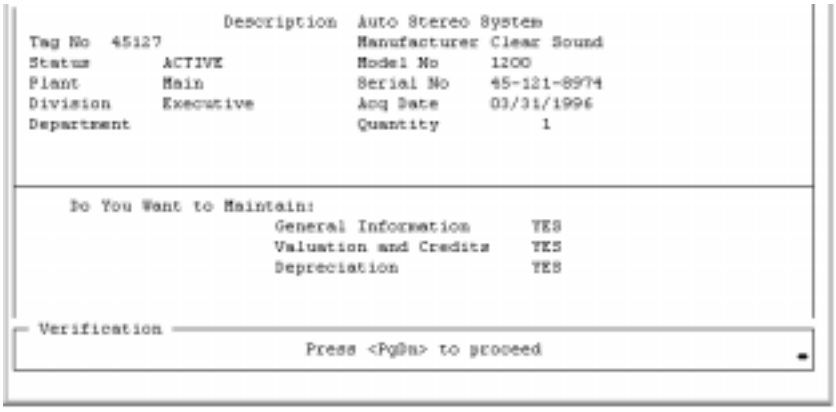
If you are adding an asset, you must enter information on all the subscreens (see **General Information Subscreen**, **Valuation and Credits Subscreen**, and **Depreciation Subscreen** later in this section). Use the **Proceed (PgDn)** command to move on to the General Information subscreen.

Note

The record will not be saved unless you approve all three subscreens. If you use the **Exit** (**F7**) or **Abandon** (**F5**) commands on any subscreen, the master screen and your entries on previous subscreens will be discarded.

Changing an asset

If the asset ID you entered is in the FAMAxxx file, a window appears in the middle of the screen. It is a summary of the General Information subscreen.



Enter = accept, Next asset

If the asset you want to work with is displayed, press **Enter**.

To see a summary of the General Information subscreen for the next asset in the FAMAxxx file, press **N**. When you find the asset you want to work with, press **Enter**.

If you go through the file without selecting an asset, the system starts over with the first record in the file. If you do not want to scroll farther through the file, use the **Abandon** command to start over at the Asset ID field.

Do You Want to Maintain:

General Information
Valuation and Credits
Depreciation

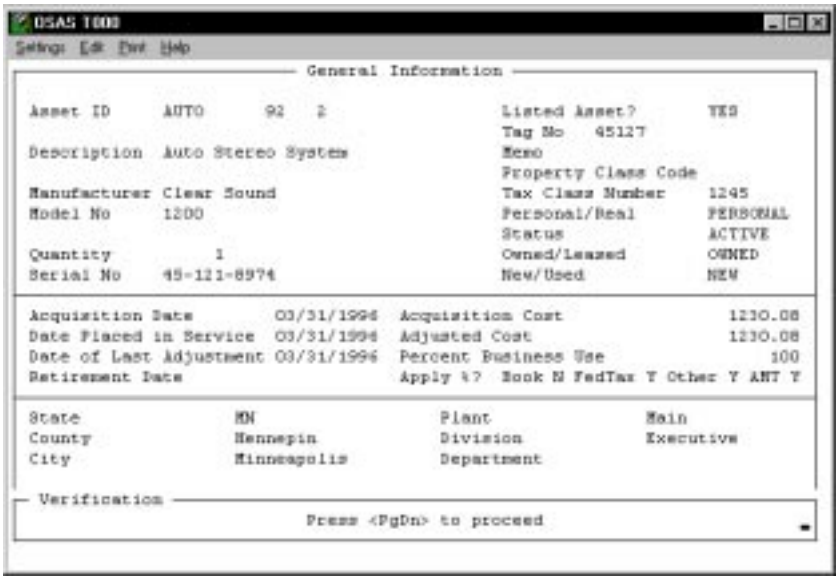
Enter **Y** after the subscreens you want to change. Enter **N** after the subscreens you do not want to change. Then use the **Proceed (PgDn)** command to move on to the subscreens you selected.

Deleting an asset

After you press **Enter** to accept an asset record, the **Delete (F3)** command is available. You can delete an asset record from the master screen or from any subscreen.

General Information Subscreen

Use the General Information subscreen to record information that identifies the asset and detailed information about its acquisition.



The asset ID (with suffix ID and sequence number, if any) you entered on the master screen is displayed.

Field	Description
Description (A30) Manufacturer (A30) Model No (A30)	Enter a brief description of the asset, the name of the manufacturer, and the model number.
Quantity (N6)	If the item is a single item, enter **1**. If it is a group of identical items, enter the total quantity of identical items.
Serial No (A30)	If the asset is a single item, enter the serial number the manufacturer assigned to it.

Note

If you entered a number greater than 1 in the Quantity field, you can record other identifying information such as lot number or production batch number in this field.

Field	Description
Listed Asset?	If the asset is used exclusively for business purposes, enter N. The Percent Business Use field is set to 100 and cannot be changed.
	If the asset has any personal use attached to it, enter **Y**.
Tag No (A20)	If you attach your own inventory tags to assets, enter the asset tag number you assigned.
Memo (A20)(A6)	Enter any information that you need to record about the asset.
Property Class Code	If you have set up a property class coding system for your company's internal use, enter the class code.
Tax Class Number (A4)	Enter the federal tax class for the asset (effectiveJune 1990):
1245	depreciable property such as tangible personal property, special-purpose and storage structures, single-purpose agricultural or horticultural structures, and petroleum or petroleum-products storage facilities

Note

For an asset to show as a section 179 asset in the Depreciation Tax Report, you must enter **1245** as the tax class number.

Field		Description
	1250	depreciable real property that is not 1245 property
	1251	farmland when there has been a gain from disposition where farm losses offset nonfarm income
	1252	farmland when there has been a gain from its disposal
	1254	oil, gas, or geothermal property when there has been a gain from its disposal
	1255	land for which you received payments for implementing conservation measures
		If you are not sure of the asset's tax class, check with your accountant or the IRS.
Personal/Real		Personal assets are machinery or equipment. Real assets are land and anything erected on, growing on, or attached to land. For personal property, enter **P**. For a real asset, enter **R**.
Status		When you enter an asset record, the asset has a status of *new* and you cannot change it.
		When you enter the date the asset was placed in service, the asset status changes to *active.* If you take the asset out of service temporarily, enter **S** to change the status to *suspended.* To reactivate a suspended asset, enter **A**.
		You must use the Retire Assets function page 3-35 to change the asset status to *retired.* You cannot dispose of an asset until it is retired.
Owned/Leased		Enter **O** or **L** to indicate whether you own or lease the asset.

Field	Description
New/Used	Enter **N** or **U** to indicate whether the asset is new or used.
Acquisition Date	Enter the date the asset was acquired.
Date Placed in Service	Enter the date you placed the asset in service. You cannot begin depreciating an asset until you have placed it in service. When you enter an asset, it keeps its *new* status until you enter the date it was placed in service. Then the asset status changes to *active.* Once you have activated an asset, you cannot leave this field blank, nor can you restore the asset's *new* status.

Note

If you are using a depreciation method or an ACRS table that lets you use a half-year convention, do not enter the actual date the asset was placed in service. Instead, enter January 1 if the asset was placed in service in the first half of the year, or July 1 if it was placed in service in the second half of the year. Likewise, if you want to use a quarter-year convention, enter either January 1, April 1, July 1, or October 1.

Field	Description
	Half-year, quarter-year, and other conventions are built into the MACRS tables. If you are using a MACRS table, enter the actual date the asset was placed in service.
Date of Last Adjustment	If you are entering an asset record, enter the date the asset was acquired. If you are adjusting the value of an asset, enter the date you entered the adjustment.
Retirement Date	If the asset status is *new, active,* or *suspended,* you cannot access this field.

Field	Description
	If you have changed the status to *retired*, the date you retired the asset is displayed. Press **Enter** to accept it, or enter a different retirement date.
Acquisition Cost	Enter the original cost of the asset plus the depreciable expenditures related to purchasing and installing the asset (including legal fees and transportation costs). This cost should reflect the original cost of the asset before adjustments to the basis.

Note

1. Do not round off numbers. The Fixed Assets system calculates to the cent, and if the original numbers are not accurate, other numbers will not be either.

2. You might have negative assets such as trade-ins and tax credit adjustments. Once you have entered a negative acquisition cost for an item, the other amounts you enter in the asset record must be negative.

Field	Description
Adjusted Cost	The adjusted cost differs from the acquisition cost in that it is the cost figure all other calculations are based on. Enter the acquisition cost plus or minus adjustments. For example, if you install a new motor in your delivery truck—increasing the depreciable value of the truck—enter the acquisition cost *plus* the cost of the new motor in this field. Similarly, if you acquire an asset and two years later decide to write off part of the asset's value, change the value in this field, not the value in the Acquisition Cost field.

Note

Remember to change the Date of Last Adjustment field whenever you change the adjusted cost.

Field	Description
Percent Business Use (0-100)	Enter the percentage of time the asset is used for business reasons, as opposed to personal reasons. The system uses this percentage in the Compute Period Depreciation function to calculate the amount of depreciation you can deduct. If you entered N in the Listed Asset field (above), this field is set to 100 and cannot be changed.

Note

Under current tax rules, you cannot deduct depreciation on assets used for business less than 50 percent of the time. The system warns you if business use falls below 50 percent, but it does not stop accumulating depreciation until you change the asset status to *suspended* or change the depreciation method to *none*.

Field	Description
Apply %?	You can apply the percent of business use to the asset's book, federal tax, other, or alternative minimum tax (A.M.T.) columns. Enter **Y** for the columns you want to apply it to, or **N** for the columns you want to depreciate at 100 percent.
Tax District 1, 2, 3 (A15)	The three tax district names you defined in the TAXDTxxx table page 3-23 are displayed. Enter the appropriate tax district information for each field.

Field	Description
Location 1, 2, 3 (15)	The three asset location names you defined in the LOCATxxx table page 3-23 are displayed. Enter the appropriate asset location for each field.

When you save the General Information subscreen **(PgDn)**, the next subscreen you selected appears. If you did not select another subscreen to maintain, the Fixed Assets master screen appears.

Valuation and Credits Subscreen

Use the Valuation and Credits subscreen to record information about the asset insurance and credits taken against the asset and to link the asset to general ledger accounts (if General Ledger is interfaced).

The asset ID (with suffix ID and sequence number, if any) you entered on the Fixed Assets master screen and the description you entered on the General Information subscreen are displayed.

Valuation

Use the valuation portion of the Valuation and Credits subscreen to record information about the asset insurance.

1. Enter **Y** or **N** to indicate whether or not the asset is insured. If you enter **N,** you cannot access the Effective Date and Insured Value fields.
2. If the asset is insured, enter the effective date of the insurance.
3. Enter the amount the asset is insured for.
4. Enter the date the asset was assessed for tax purposes.
5. Enter the assessed value of the asset.
6. Enter the date the asset was assessed for replacement value.
7. Enter the replacement cost of the asset.

Credits

Use the credits portion of the Valuation and Credits subscreen to record information about credits taken against the asset.

1. Enter a brief description of the credits against the value of the asset (A30).
2. Enter the total number of credits you are eligible for. This number is used to calculate the base depreciable value on the Depreciation subscreen.

Note

Consult your accountant for help in calculating the total credit you can claim for the asset.

1. Enter the accumulated nondepreciable costs or expenses related to the asset.

2. Enter the amount of the sales or use taxes related to the asset.

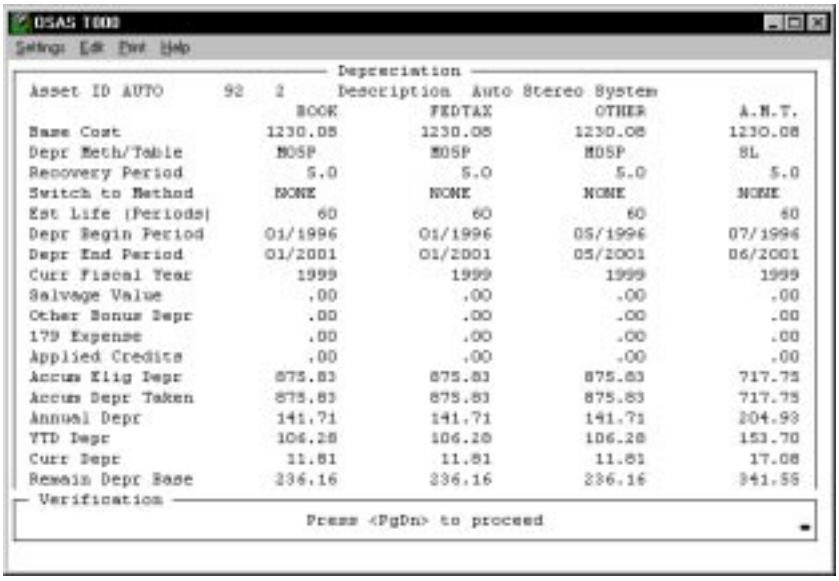
3. Enter the numbers of the general ledger asset, accumulated depreciation, and depreciation expense accounts related to the asset. (The **Inquiry** command is available if Fixed Assets is interfaced with General Ledger.)

If Fixed Assets is interfaced with General Ledger, the system verifies that the account numbers are valid and fills in the account descriptions from the GLMAxxx file.

When you save the Valuations and Credits subscreen **(PgDn)**, the next subscreen you selected appears. If you did not select another subscreen to maintain, the Fixed Assets master screen appears.

Depreciation Subscreen

Use the Depreciation subscreen to record the information the asset depreciation calculations are based on and the results of the calculations.


OSAS T000
Settings Edit Print Help
Depreciation
Asset ID AUTO 92 2 Description Auto Stereo System
BOOK FEDTAX OTHER A.M.T.
Base Cost 1230.08 1230.08 1230.08 1230.08
Depr Meth/Table MDSP MDSP MDSP SL
Recovery Period 5.0 5.0 5.0 5.0
Switch to Method NONE NONE NONE NONE
Est Life (Periods) 60 60 60 60
Depr Begin Period 01/1996 01/1996 05/1996 07/1996
Depr End Period 01/2001 01/2001 05/2001 06/2001
Curr Fiscal Year 1999 1999 1999 1999
Salvage Value .00 .00 .00 .00
Other Bonus Depr .00 .00 .00 .00
179 Expense .00 .00 .00 .00
Applied Credits .00 .00 .00 .00
Accum Elig Depr 875.83 875.83 875.83 717.75
Accum Depr Taken 875.83 875.83 875.83 717.75
Annual Depr 141.71 141.71 141.71 204.93
YTD Depr 106.28 106.28 106.28 153.70
Curr Depr 11.81 11.81 11.81 17.08
Remain Depr Base 236.16 236.16 236.16 341.55
Verification
Press <PgDn> to proceed

The Depreciation subscreen has four columns, showing book, federal tax, other, and alternative minimum tax (A.M.T.) figures. This screen operates somewhat like a spreadsheet; you can move up or down within a column and enter information that will later be used in depreciation calculations. You can also move across columns, keeping four sets of figures and comparing the results side by side.

To move from one column to the next, use the **Jump** (**Tab**) command. To move back to the first column, use the **Start over** (**PgUp**) command. To advance or move back through the fields in a column, use the up- and down-arrow keys.

After you enter the current depreciation for one column, the cursor moves to the Base Cost field in the next column. If you are adding an asset record (and have not used the Copy From function), the entries in the column you just left are copied to the next column. If you are changing an asset record, your changes are not copied.

The asset ID (with suffix ID and sequence number, if any) you entered on the Fixed Assets master screen and the description you entered on the General Information subscreen are displayed.

Field	Description
Base Cost	Press **Enter** to use the adjusted cost you entered on the General Information subscreen, or enter a different base cost of the asset to use in the depreciation calculations. The acquisition cost and adjusted cost appear at the bottom of the screen for your reference.
Depr Meth/Table (A6)	Enter the code for the method of calculating depreciation you want to use, or enter the ID of the table containing the table-driven depreciation method you want to use. For more information about depreciation table names, refer to the Depreciation Tables function page 3-31. These are the valid codes for calculated depreciation: **None** - calculate no depreciation for this column **SL** - straight line **SLACRS** - straight-line ACRS

Field	Description
	SYD - sum-of-the- years'-digits *xxx***DB** - declining balance (*xxx* is a percentage between 000 and 999)
Recovery Period (2.1)	Enter the number of years in the asset's depreciable life. The system uses this number and the information in the ACPRDxxx table to calculate the number of periods in the estimated life of the asset (see below). If you are using a depreciation table based on recovery period, the system also uses this number to determine which column of the table to use.
Switch to Method (A6)	If you are using sum-of-the-years'-digits or declining-balance depreciation, you can choose an alternative depreciation method for the end of the recovery period if it is to your advantage. If you do not want to switch methods automatically, enter **NONE**. If you want to switch methods, what you can enter depends on the primary method you chose. If you selected sum-of-the-years'-digits (SYD) for the primary depreciation method, you can enter **SL** (straight line). If you selected a declining- balance (*xxx*DB) method, you can enter **SYD** or **SL**. If you are using a depreciation method other than sum-of-the-years'-digits or declining balance, you cannot enter anything. MACRS tables have a built-in method to switch to.
Est Life (Periods) (N5)	Enter the number of accounting periods in the estimated life of the asset. The estimated life (based on Recovery Period) appears at the bottom of the screen.
Depr Begin Period (pd/yyyy)	Enter the accounting period and year you want to begin depreciating the asset. The acquisition date and date placed in service (from the General Information subscreen) are displayed at the bottom of the screen for your reference.

Note

This is not a date field. Depending on the period system you use, you can have as few as 1 or as many as 52 accounting periods in a year. You must type the period number, press **Enter**, and then type the year and press **Enter** again.

Field	Description
Depr End Period	After you enter the beginning accounting period and year, the system uses the number of periods in the asset's estimated life (see Recovery Period above) that you entered to calculate the last period and year of depreciation.
Curr Fiscal Year	The current fiscal year, as determined by the ACPRDxxx table, is displayed.
Salvage Value	Enter the estimated salvage value the asset will have at the end of its useful life.

Note

If you are using a table-driven depreciation method (a MACRS table) and you enter a salvage value, a message informing you that the amount is not used in the depreciation calculation appears.

Field	Description
Other Bonus Depr	The bonus depreciation is an extra amount the government lets you take (with some qualifications—consult your accountant) during the first year of an asset's life. If the asset is eligible for bonus depreciation, enter the amount.
179 Expense	If you want to claim all or part of the cost of the asset as a Section 179 expense, enter the amount to be expensed.

Field	Description
Applied Credits	If you want to apply credits to this column, enter the amount. The total credits (from the Credits field on the Valuation and Credits subscreen) is displayed at the bottom of the screen.

Note

The *total* credits you entered on the Valuation and Credits subscreen is different from the applied credits you enter in this field. Consult your accountant to determine what portion of the credits you should use to reduce the depreciable base.

Field	Description
Accum Elig Depr	Accumulated eligible depreciation is the total *potential* depreciation accumulated for an asset up to the end of the last fiscal year. It is the total depreciation that you could have taken if the asset had been used for business 100 percent of the time. If you are entering a new asset, press **Enter** to leave this field blank. If you are entering an existing asset, enter the depreciation that accumulated over the life of the asset through the end of the last fiscal year.
Accum Depr Taken	The accumulated depreciation taken is the total *actual* tax-deductible depreciation accumulated for an asset through the end of the last fiscal year. If the asset was used for business 100 percent of the time, the amount displayed is the same as the amount in the Accum Elig Depr field. If the asset was used for business less than 100 percent of the time, the depreciation you actually took is displayed.

Note

Do not enter a figure in this field unless you are setting up an asset.

Field	Description
Annual Depr	The calculated total depreciation for the current year is based on the asset value at the beginning of the year and the depreciation method you chose. During year-end maintenance, the system calculates this value for the *next* year. If you are adding an asset, the calculated current-year annual depreciation—based on the information you have entered so far—appears in the field. Press **Enter** to accept this figure, or enter the total depreciation you can take in the *current* year. The current annual depreciation is displayed at the bottom of the screen.
YTD Depr	The year-to-date depreciation is the sum of the depreciation amounts accumulated and posted during the current fiscal year, not including unposted amounts for the current period. If you are adding a new asset record, press **Enter** to leave this field blank. If you are adding a record for an existing asset, enter the depreciation you have taken on this asset in the current fiscal year. When you post period depreciation, the amount in the Curr Depr field (below) is added to the amount in this field. During year-end maintenance, the annual depreciation is added to the accumulated depreciation taken, and this field is cleared to get ready for the next year.
Curr Depr	The depreciation to be taken in the current period is displayed. Press **Enter** to accept it, or enter a different depreciation.

Field	Description
	When you use the Compute Period Depreciation function, the system calculates the portion of the annual depreciation that can be taken in the current period and puts it in this field. When you use the Post Period Depreciation function the system adds the current depreciation to the YTD depreciation and clears this field for the next period. If Fixed Assets is interfaced with General Ledger and the status of the asset is *active*, the amount in the Curr Depr field in the Book column is debited to the depreciation expense account and credited to the accumulated depreciation account you specified on the Valuation and Credits subscreen.
Remain Depr Base	The total remaining asset value—that is, the base cost less the salvage value, 179 expense amount, bonus depreciation, applicable credits, accumulated eligible depreciation, and YTD depreciation—is calculated and displayed.

Note

If the total depreciation plus reductions exceeds the remaining depreciable base, a warning message appears. Do not compute period depreciation or perform year-end maintenance until you have corrected this situation.

When you save the Depreciation subscreen **(PgDn)**, the Fixed Assets master screen appears.

Tables

Use the Tables function to set up and maintain the Fixed Assets tables.

Tables store information about the system, data, options, and other applications (like Report Writer).

The following tables are related to Fixed Assets:

- ACPRDxxx
- LOCATxxx
- TAXDTxxx

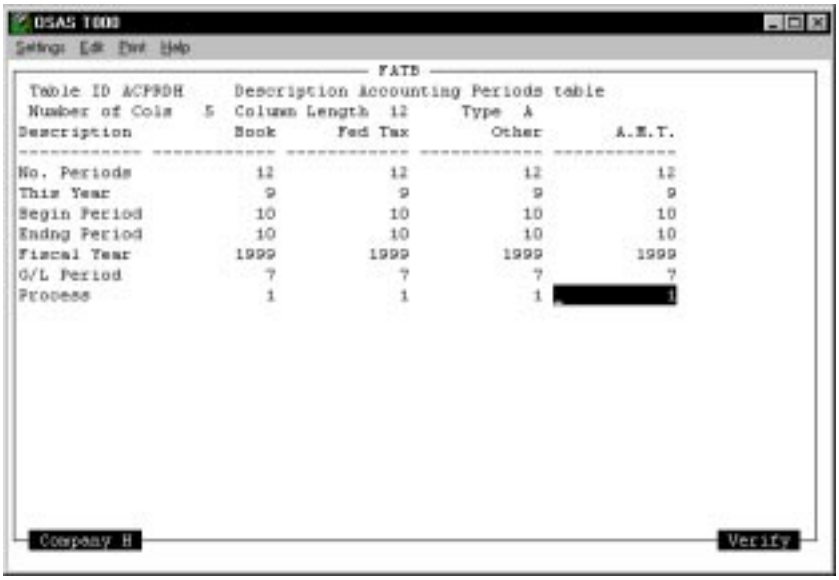
For more information about each of these tables, see their individual descriptions in this section.

Note

The OPTxxx (Options) table stores options and interfaces settings. Maintain the information stored in this table through Fixed Assets system functions, not through the table itself.

Tables Screen

Select **Tables** from the File Maintenance menu. A blank tables screen appears.


OSAS T000
Settings Edit Print Help
FATB
Table ID ACPBDH Description Accounting Periods table
Number of Cols 5 Column Length 12 Type A
Description Book Fed Tax Other A.M.T.
No. Periods 12 12 12 12
This Year 9 9 9 9
Begin Period 10 10 10 10
Endng Period 10 10 10 10
Fiscal Year 1999 1999 1999 1999
G/L Period 7 7 7 7
Process 1 1 1 1
Company H
Verify

1. To add or change a table, enter the table ID (A8). To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To delete the table, use the **Delete (F3)** command.

2. If you entered a new table ID, the Copy From field appears (A8). To copy a company-specific table, enter the table ID plus the three-character company ID.

3. A set of tables comes with the sample company, Builders Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

4. Press **Enter** to accept the displayed description of the table, or enter a different description (A40).

5. The number of columns in the table is displayed in the Number of Cols field (1-77).

6. The length of the columns in the table is displayed in the Column Length field (1-77).

7. The type of characters you can enter in the table is displayed—alphanumeric (A) or numeric (N). Although you can change the type, you cannot enter any other type of character than the table originally specified.

ACPRDxxx Table

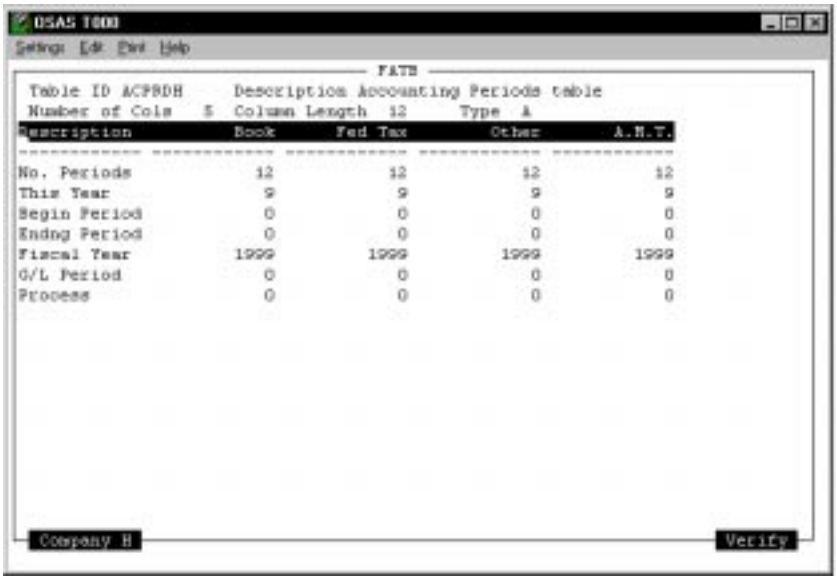
The ACPRDxxx table stores the fiscal year and accounting period definitions for the book, federal tax, other tax, and alternative minimum tax (A.M.T.) values.

The ACPRDxxx table is the only Fixed Assets table you *must* set up for each company in the system.

If you are setting up the ACPRDxxx table at the beginning of the fiscal year or if you plan to set initial balances by computing and posting period depreciation page 3-3, enter **0** in the This Year, Begin Period, Endng Period, GL Period, and Process fields.

If you are setting up the ACPRDxxx table at any other time in the fiscal year, you must determine what values to enter in these fields. (See page 4-3 for more information about how the values are calculated.)

When you enter the table ID, the rest of the ACPRDxxx table appears.


OSAS T800
Settings Edit Print Help
FATB
Table ID ACPRDH Description Accounting Periods table
Number of Cols 5 Column Length 12 Type A
Description Book Fed Tax Other A.M.T.
No. Periods 12 12 12 12
This Year 9 9 9 9
Begin Period 0 0 0 0
Endng Period 0 0 0 0
Fiscal Year 1999 1999 1999 1999
G/L Period 0 0 0 0
Process 0 0 0 0
Company H
Verify

Field	Description
No Periods (1-52)	Enter the number of accounting periods in your book, federal tax, other tax, and alternative minimum tax fiscal years.
This Year (1-52)	The number of periods processed to date is stored here when you compute the period depreciation. When you create the table, leave this row blank.
Begin Period (1-52)	The first period processed is stored here when you compute the period depreciation. When you create the table, leave this field blank.
Endng Period (1-52)	The last period processed is stored here when you compute the period depreciation. When you create the table, leave this field blank.
Fiscal Year	Enter the current fiscal year in all the columns.

Field	Description
GL Period (1-52)	The general ledger period is stored here when you compute period depreciation. When you create the table, leave this field blank.
Process	The book you choose to process when you compute period depreciation is stored here. When you create the table, leave this field blank.

LOCATxxx Table

The LOCATxxx table stores the list of user-defined location names. The names you define here appear on the General Information subscreen in the Fixed Assets function and in the Fixed Assets List.

The default entries are plant, division, and department. You can rename the fields to something appropriate to you business. If you leave a location description blank, the unlabeled field continues to appear on screens where it is used.

When you enter the table ID, the rest of the LOCATxxx table appears.

Enter the names you want to use for location fields. If you leave a location description blank, the unlabeled field (that is, a field with no name) continues to appear on screens where it is used.

TAXDTxxx Table

The TAXDTxxx table stores the list of user-definable tax district names. The names you define here appear on the General Information subscreen in the Fixed Assets function and in the Fixed Assets List.

The default entries are state, county, and city. You can rename the fields to something appropriate to your business. If you leave a tax district description field blank, the unlabeled field continues to appear on screens where it is used.

When you enter the table ID, the rest of the TAXDTxxx table appears.

Enter the names you want to use for tax district fields. If you leave a tax district description blank, the unlabeled field (that is, a field with no name) continues to appear on screens where it is used.

Report Writer Tables

The FATYPE table is associated with the Report Writer application. It stores information relating to the type of your assets (for example, new, used, owned, leased, and so on).

If you change the FATYPE table, your Report Writer reports will not be accurate. For more information about Report Writer and table cross-references, see the *Report Writer User's Guide*.

The RWCNVT table is used exclusively during file conversion when you upgrade from version 3.2 to version 4.0 or higher. If you are installing a new system and not upgrading from version 3.2 or if you have already completed upgrade file conversion, this table is not used.

Printing Tables

After you have set up or changed a table, use the **List (F8)** command to produce a copy of it.

Depreciation Tables

The Fixed Assets system makes extensive use of tables supplied by the IRS to calculate depreciation. Use the Depreciation Tables function to add to or revise these tables.

All the established, current depreciation tables and selected tables from earlier years are provided with the Fixed Assets system. However, since tax laws change frequently, you may need to add or change depreciation tables before you begin Fixed Assets processing.

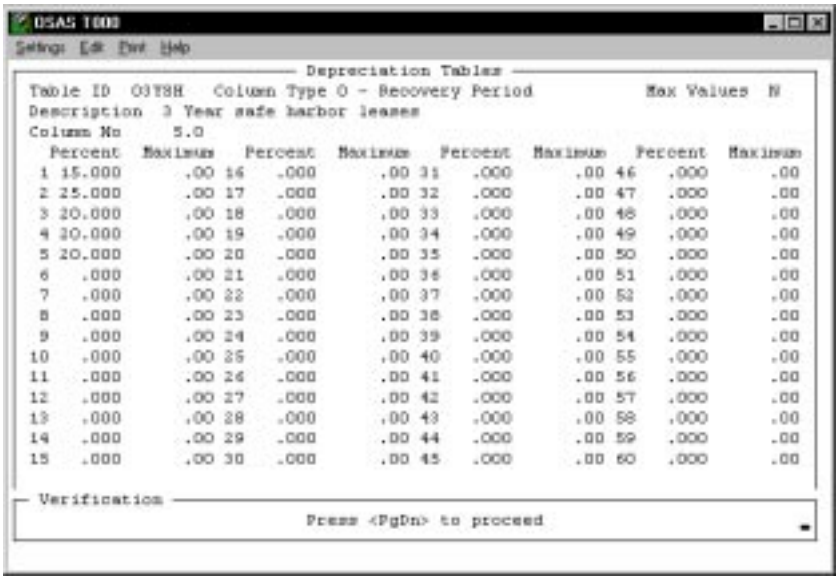
Note

Consult your accountant to determine if you need to change these tables or add tables before you begin Fixed Assets processing.

Depreciation tables are shared by all the companies on your system.

Depreciation Tables Screen

Select **Depreciation Tables** from the File Maintenance menu. The Depreciation Tables screen appears.



Because most depreciation tables do not fit on one screen, you work with one column at a time. The column has four sections, which are displayed side by side: lines 1-15, lines 16-30, lines 31-45, and lines 46-60.

All the screens (that is, columns) belonging to one table have the same table ID but are differentiated by the column number (see below).

The Depreciation Tables screen is divided into two parts: the header information and the column data.

Header information

The header information identifies the table.

Note

1. Depreciation tables are not company-specific.

2. If you set up your own depreciation tables, do not use the letter *M* as the first character of the ID; tables beginning with *M* are treated specially by the Fixed Assets system.

Field	Description
Table ID (A5, uppercase)	Enter the table ID.
Copy From (A5)	This field appears only if you entered a new table ID. To copy a table (including the columns), enter the table ID.
Column Type	If the table is based on the asset's recovery period, enter **0.** If it is based on the month the asset was placed in service, enter **1.**
Max Values	If the table includes a maximum limit on annual depreciation, enter **Y**; if it does not, enter **N**.
Description (A50)	Enter the depreciation table description (for example, 5 Year Personal Property). What you enter in this field will appear in this field and in inquiry windows.

After you have entered the header fields information, approve your entries (**PgDn**).

You can use the **Delete (F3)** command to delete the header record and related columns.

Column data

Field	Description
Column No (2.1)	The column refers to the IRS depreciation tables. For some tables, the column number refers to the applicable recovery period. For others, it is the month placed in service. Enter the number of the column you want to work with. Most column numbers are whole numbers (for example, 5.0). In some tables with half-year conventions, the decimal point indicates the half-year column (for example, 4.5).
Copy From Table ID Copy From Column No	These prompts appear if you entered a new column number. If the column you are creating is like another column in this or any other table, you can save time by copying the existing column. If the column you want to copy is in this table, press **Enter** to accept the default table ID. If it is not, enter the ID of the table you want to copy from; then enter the number of the column you want to copy.
Percent (2.3)	Enter the percentage that is on the same line of this column in the IRS depreciation table. When you press **Enter,** the cursor moves to the next Percent field in that section of the column—until you reach the fifteenth Percent field in that section. Then if you entered Y in the Max Values field (above), the cursor then moves the first Maximum field (below) for that section of the column. If you entered N in the Max Values field, the cursor moves to the first Percent field in the next section of the column.
Maximum (5.2)	If you entered N in the Max Values field, you cannot access the Maximum column. If you entered Y in the Max Values field, you can enter the maximum values related to the percentages in the Percent column.

When you save your entries **(PgDn)**, the cursor goes to the Column No field. Enter another column, use the **Abandon (F5)** command to go to the Table ID field, or exit to the File Maintenance menu.

Retire Assets

When an asset reaches the end of its useful life—or when you have taken all the depreciation you can—use the Retire Assets function to retire and dispose of the asset. This process changes the asset's status to *retired*, enters a retirement date in the asset record, and puts a stop to depreciation calculations involving the asset.

Once an asset has been retired, you can delete its record during year-end processing.

Note

You must compute and post period depreciation before you retire assets.

Definition of Retirement

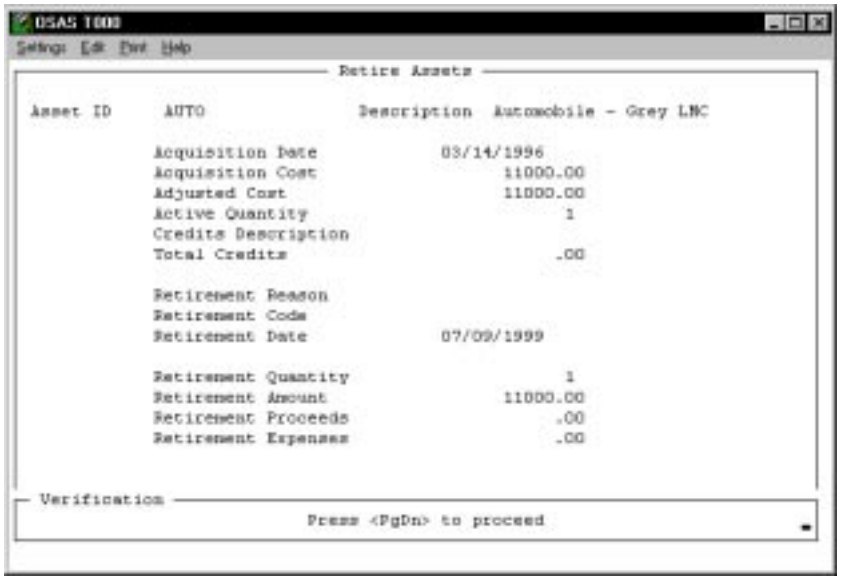
When you retire an asset, data related to the identification and value of the asset is copied to the FARJxxx (Retirements) file. The data is available through the Retirements Journal and the Retired Assets List. Retired assets are identified by the standard asset ID, plus a two-digit sequence number. You can enter a maximum of 99 retirement transactions for an asset ID in a calendar year.

If you retire a single-unit asset, its status is changed to *retired* and a retirement date is put in the asset record. If you retire part of a multiple-unit asset, the asset status does not change. A multiple-unit asset's status cannot be changed to *retired* until the entire dollar value of the asset is retired. Dollar value fields in the portion of the asset remaining active are reduced in proportion to the dollar amount retired (see later in this section).

During year-end maintenance, you can delete fully retired assets.

Retire Assets Screen One

Select **Retire Assets** from the File Maintenance menu. The function screen appears.



Note

You can retire only active assets. You cannot retire active assets with unposted amounts in the Current Depreciation field.

Field	Description
Asset ID (A14)	Enter the full ID (including suffix ID and sequence number) of the asset you want to retire.

Field	Description
	The asset description and credit information from the asset record appear. If there is unposted current depreciation, an error message appears. You must either post the depreciation or use the Fixed Assets function to clear the Current Depreciation field. The credit fields (Acquisition Date, Acquisition Cost, Adjusted Cost, Active Quantity, Credits Description, and Total Credits) display the credit value that was taken when you acquired the asset, as recorded on the Valuation and Credits subscreen. If you took credits when you acquired the asset and are retiring the asset *before* the end of its estimated depreciable life, you may need to recapture a prorated share of the credits. Consult your accountant or the IRS to determine if you are required to recapture credits. Then produce the Credit Recapture Report to clear the Current Depreciation field.
Retirement Reason (A30)	Enter the reason you are retiring the asset.
Retirement Code (A1)	This field is user-defined. For example, you might enter **S** if you plan to sell the asset, **D** if you plan to donate it to a school or charity.
Retirement Date	Enter the date you retired the asset. The system copies this date to the Retirement Date field in the asset record.
Retirement Quantity (N6)	Enter the quantity of the asset you want to retire. You can retire part or all of the asset. For example, if the original asset quantity was 4, you can enter 1 to retire one unit of the asset.

Note

If you retire part of a multiple-unit asset, the asset status will not switch to *retired* until the entire dollar value of the asset has been retired.

Field	Description
Retirement Amount	The adjusted cost (times the retirement quantity percentage, if other than 100 percent) is displayed. Press **Enter** to accept the displayed cost, or enter the dollar value of the asset.

Note

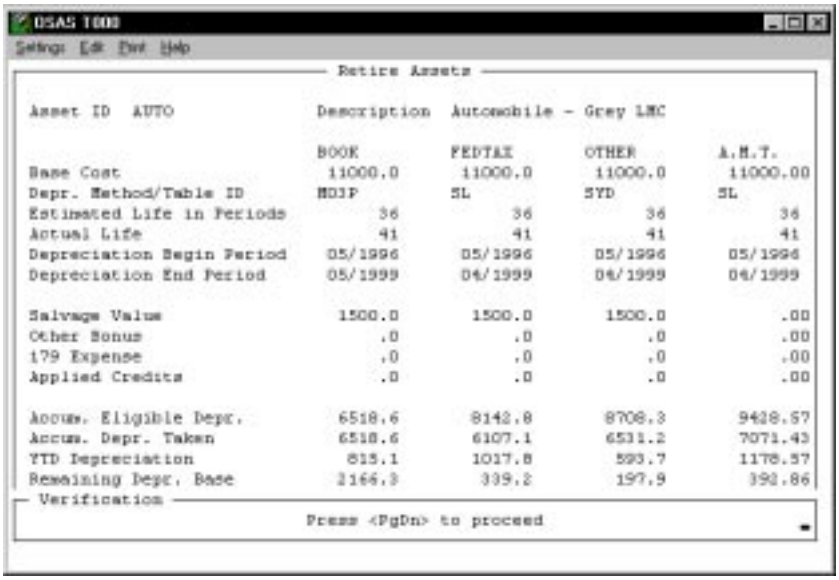
1. The retirement amount cannot exceed the value of the asset.

2. If you are retiring part of a multiple-unit asset, the dollar value of the retirement amount (expressed as a percentage of the adjusted cost)—*not* the retirement quantity—determines the percentage by which the other amount fields in the asset record will be reduced. For example, if you have a four-unit asset with a total adjusted cost of $1000 and you retire a quantity of 1, the calculated retirement amount is $250 and all the remaining dollar value fields in the asset record will be reduced to 75 percent of their preretirement value. However, if you change the retirement amount to $500, the dollar value fields for the remaining three units will be reduced to 50 percent of their preretirement value.

Retirement Proceeds	Enter the amount of the funds derived from the retirement of the asset.
Retirement Expenses	Enter the expenses related to disposing of or retiring the asset. The system uses the net proceeds (retirement proceeds less retirement expense) in the Gains and Losses Report.

When you save your entries **(PgDn)**, the second Retire Assets screen appears.

Retire Assets Screen Two


OSAS T000
Settings Edit Print Help
Retire Assets
Asset ID AUTO Description Automobile - Grey LMC
BOOK FEDTAX OTHER A.M.T.
Base Cost 11000.0 11000.0 11000.0 11000.00
Depr. Method/Table ID MD3P SL SYD SL
Estimated Life in Periods 36 36 36 36
Actual Life 41 41 41 41
Depreciation Begin Period 05/1996 05/1996 05/1996 05/1996
Depreciation End Period 05/1999 04/1999 04/1999 04/1999
Salvage Value 1500.0 1500.0 1500.0 .00
Other Bonus .0 .0 .0 .00
179 Expense .0 .0 .0 .00
Applied Credits .0 .0 .0 .00
Accum. Eligible Depr. 6518.6 8142.8 8708.3 9428.57
Accum. Depr. Taken 6518.6 6107.1 6531.2 7071.43
YTD Depreciation 615.1 1017.8 593.7 1178.57
Remaining Depr. Base 2166.3 339.2 197.9 392.86
Verification
Press <PgDn> to proceed

The second screen is similar to the Depreciation subscreen page 3-3, except that it is a view-only screen. A few fields that are not relevant to retired assets are absent. The Actual Life field shows the difference between the asset's estimated depreciable life and its actual service life.

To change something on this screen, use the **Start Over (PgUp)** command to go back to the first Retire Assets screen. To cancel the retirement, exit to the File Maintenance menu.

When you approve the retirement **(PgDn)**, the cursor returns to the Asset ID field; enter another asset ID, or exit to the File Maintenance menu.

Master File Lists 9

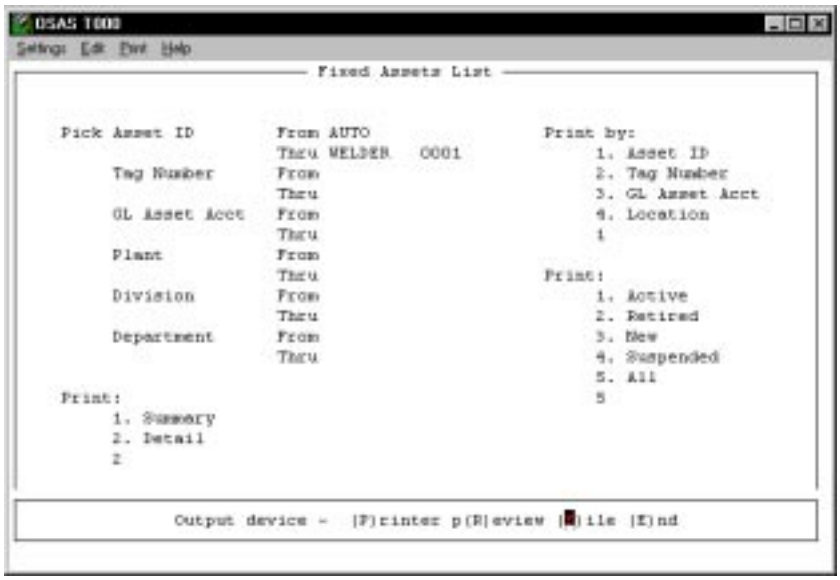
Fixed Assets List	9-3
Tables List	9-7
Depreciation Tables List	9-11
Retired Assets List	9-15

Fixed Assets List

The Fixed Assets List contains the data you entered through the Fixed Assets function. Use the list to review asset identification, acquisition, valuation, and depreciation information.

Fixed Assets List Screen

Select **Fixed Assets List** from the Master File Lists menu. The function screen appears.



1. Enter the range of asset IDs you want in the list (A14).

2. Enter the range of tag numbers you want in the list (A1).

3. Enter the range of general ledger asset account numbers you want in the list (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

4. Enter the range for each of the three user-defined location fields you want in the list (A15).

   The names of these three fields are determined by the LOCATxxx table. The default descriptions are Plant, Division, and Department.

5. Select the amount of information you want to include: summary (only asset identification and manufacturer information) or detail (all information in the asset record).

6. Select the item by which you want to organize the list.

7. Select the kind of assets you want in the list.

8. Select the output device.

A sample Fixed Assets List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Fixed Assets List

07/21/1999 Builders Supply Page 1
10:43 AM Fixed Assets List
Detail By Asset ID

Asset ID AUTO 92 2

Description	Auto Stereo System	Status	ACTIVE
Manufacturer	Clear Sound	Quantity	1
Model Number	1200	Owned/Leased	OWNED
Serial Number	45-121-8974	New/Used	NEW
Tag Number	45127	Personal/Real	PERSONAL
Memo		Listed Asset?	YES
State	MN	Plant	Main
County	Hennepin	Division	Executive
City	Minneapolis	Department	
Acquisition Date	03/31/1992	Property Class	
Acquisition Cost	1230.08	Tax Class	1245
Placed in Service	03/31/1992	% Business Use	100
Last Adjustment	03/31/1992	Insured?	YES
Adjusted Cost	1230.08	Effective Date	03/31/1992
Retirement Date		Insured Value	1000.00
Assessment Date		Valuation Date	
Assessed Value		Replacement Cost	
GL Asset Acct.	154000	Accum. Costs/Exps.	
GL Accum. Depr. Acct.	154500	Sales/Use Tax Paid	
GL Depr. Exp. Acct.	521000		

Credits Desc. Total Credits

	Book	FedTax	Other	A.M.T.
Base Cost	1230.08	1230.08	1230.08	1230.08
Depr. Method/Table ID	M05P	M05P	M05P	SL
Recovery Period	5.0	5.0	5.0	5.0
Switch To Method	NONE	NONE	NONE	NONE
Estimated Life in Periods	60	60	60	60
Depreciation Begin Period	01/1992	01/1992	05/1992	07/1992
Depreciation End Period	01/1997	01/1997	05/1997	06/1997
Current Fiscal Year	1996	1996	1996	1996
Apply % Business Use?	NO	YES	YES	YES
Salvage Value	.00	.00	.00	.00
Other Bonus Depr.	.00	.00	.00	.00
179 Expense	.00	.00	.00	.00
Applied Credits	.00	.00	.00	.00
Accum. Eligible Depr.	1017.54	1017.54	1017.54	922.68
Accum. Depr. Taken	993.92	993.92	993.92	888.53
Annual Depreciation	141.71	141.71	141.71	204.93

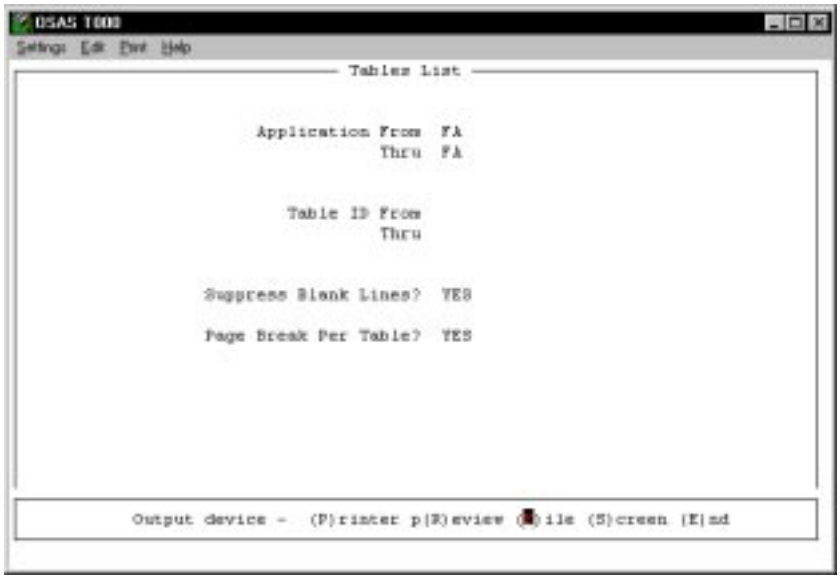
Tables List

The Tables List shows the number of columns, column length and type, and data for any or all Fixed Assets tables.

Use the Tables List to keep records and verify contents of the Fixed Assets tables you are using.

Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.



The default in the Application From/Thru fields is FA. You cannot produce a Tables List for other applications from this function in Fixed Assets. To produce a Tables List for another application, refer to the appropriate user's guide or see the *Resource Manager User's Guide.*

1. Enter the range of table IDs you want in the list (A8).

2. Enter **Y** or **N** to indicate whether or not you want blank lines to be printed in the report.

3. Enter **Y** or **N** to indicate whether or not you want a page break after each table (that is, each table printed on its own page).

4. Select the output device.

A sample Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Tables List

07/21/1999 Builders Supply Page 1
10:43 AM Tables List
Fixed Assets

Table ID ACPRDH Description Accounting Periods table
No. of Columns 5 Column Length 12 Type A

Description	Book	Fed Tax	Other	A.M.T.
No Periods	12	12	12	12
This Year	0	0	0	0
Begin Period	0	0	0	0
Endng Period	0	0	0	0
Fiscal Year	1996	1996	1996	1996
GL Period	0	7	7	7
Process	0	0	0	0

End of Report

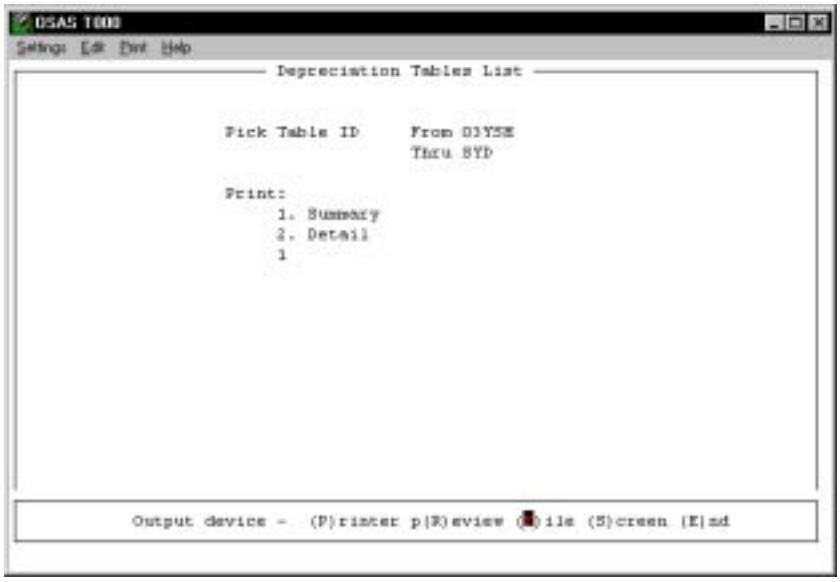
Depreciation Tables List

The Depreciation Tables List shows the table name, description, and type (recovery period or month placed in service) for the depreciation tables you select. The detailed list also shows the percentage and maximum amounts for the columns in the table.

Use the Depreciation Tables List to verify the accuracy of the depreciation tables you are using.

Depreciation Tables List Screen

Select **Depreciation Tables List** from the Master File Lists menu. The function screen appears.



1. Enter the range of depreciation table IDs you want in the list (A5).

2. Select the amount of information you want to include: summary (depreciation table headers only) or detail (depreciation table headers and all columns).

3. Select the output device.

A sample Depreciation Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Depreciation Tables List

```
07/21/1999                                  Builders Supply                    Page    1
10:45 AM                                    Depreciation Tables List
                                    Depreciation Table: 03YSH   Description: 3 Year safe harbor leases
                                                                Max Values: N

                    Column Type: 0 - Recovery Period
                                                5.0
Recovery
    Year Percent                            Maximum
       1  15.000                                .00
       2  25.000                                .00
       3  20.000                                .00
       4  20.000                                .00
       5  20.000                                .00

End of Report
```

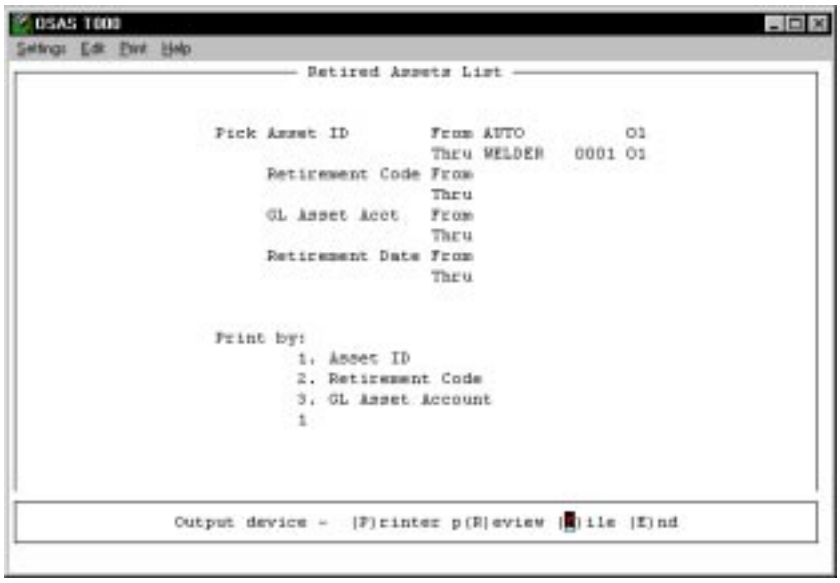
Retired Assets List

The Retired Assets List shows the acquisition, depreciation, and disposal information for assets with *retired* status.

The Retired Assets List is different from the Retirements Journal. Use the Retired Assets List to review detailed information about the retirement; use the Retirements Journal to analyze how effectively you depreciated the retired asset.

Retired Assets List Screen

Select **Retired Assets List** from the Master File Lists menu. The function screen appears.



1. Enter the range of asset IDs you want in the list (A14).

2. Enter the range of retirement codes you want in the list (A1).

3. Enter the range of general ledger asset account numbers you want in the list (A12). The **Inquiry (F2)** command is available if Fixed Assets is interfaced with General Ledger.

4. Enter the range of retirement dates you want in the list.

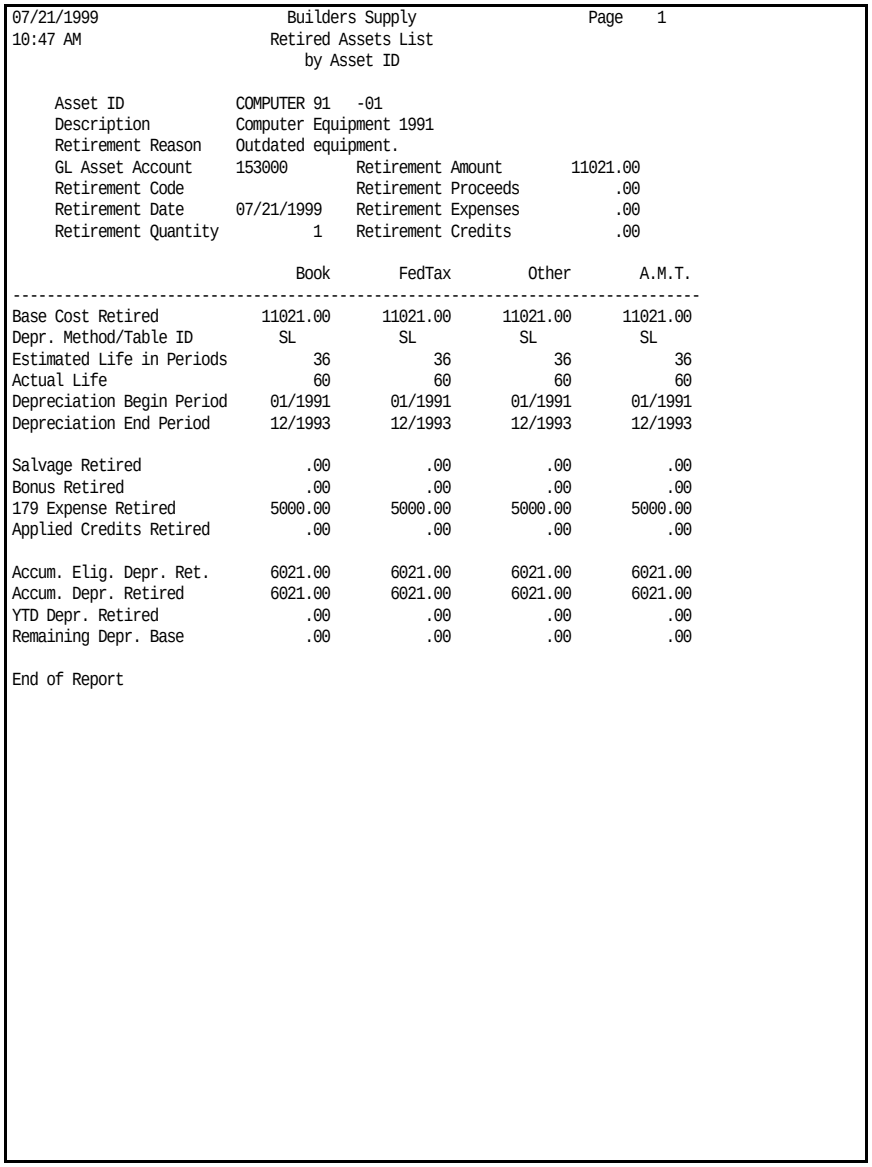
5. Select the item by which you want to organize the list.

6. Select the output device.

A sample Retired Assets List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Retired Assets List



```
07/21/1999                    Builders Supply                    Page    1
10:47 AM                    Retired Assets List
                               by Asset ID

     Asset ID             COMPUTER 91   -01
     Description          Computer Equipment 1991
     Retirement Reason    Outdated equipment.
     GL Asset Account     153000        Retirement Amount       11021.00
     Retirement Code                    Retirement Proceeds           .00
     Retirement Date      07/21/1999    Retirement Expenses           .00
     Retirement Quantity          1     Retirement Credits            .00

                                 Book        FedTax         Other        A.M.T.
-------------------------------------------------------------------------------
Base Cost Retired            11021.00      11021.00      11021.00      11021.00
Depr. Method/Table ID           SL            SL            SL            SL
Estimated Life in Periods       36            36            36            36
Actual Life                     60            60            60            60
Depreciation Begin Period    01/1991       01/1991       01/1991       01/1991
Depreciation End Period      12/1993       12/1993       12/1993       12/1993

Salvage Retired                .00           .00           .00           .00
Bonus Retired                  .00           .00           .00           .00
179 Expense Retired           5000.00       5000.00       5000.00       5000.00
Applied Credits Retired        .00           .00           .00           .00

Accum. Elig. Depr. Ret.       6021.00       6021.00       6021.00       6021.00
Accum. Depr. Retired          6021.00       6021.00       6021.00       6021.00
YTD Depr. Retired              .00           .00           .00           .00
Remaining Depr. Base           .00           .00           .00           .00

End of Report
```

System Messages A

Messages on the screen or in a report indicate error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

'ACPRDxxx' is not on file.

The ACPRDxxx table has been deleted. Restore the data from the most recent backup and try again.

An error occurred while converting files. Conversion aborted.
An error occurred wile creating files. File creation aborted.

If an error occurs during data file creation or conversion, a message that describes the problem appears. Then this message appears on the RM Data File Conversion/ Creation screen to inform you that the process has been aborted. Correct the problem described in the first message and try again.

Asset has unposted current depreciation.

You must complete period work before you retire an asset. You cannot retire an asset with an unposted amount in the Current Depreciation field.

Basic Error = *nn* Host Error = *xxx* Line = *nnnn* Program = *xxxxxx*
Basic Error = *nn* Line = *nnnn* Program = *xxxxxx*

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Blank date not allowed once asset has been active.

After you switch an asset's status to *active* (by entering the date the asset was placed in service), you cannot delete the date the asset was placed in service and restore the asset's *new* status.

Column has been processed for all periods.

You cannot compute period depreciation for a column that has been processed for all periods in the current fiscal year, nor can you use the Process All Columns option if one column has been processed for all periods.

If the column has been processed incorrectly, check the ACPRDxxx table and change it if necessary. If the column has been processed correctly and you want to process the remaining columns, you must process each column individually.

Could not find any valid source files for this application.

The source directory you specified does not contain files for the application you are converting. Make sure that you entered the correct source directory and application ID.

Current + YTD depreciation cannot exceed annual depreciation.

The sum of the amounts in the Current Depreciation and YTD Depreciation fields cannot exceed the amount in the Annual Depreciation field. Either increase the annual depreciation or decrease the current and/or year-to-date depreciation.

File unavailable *xxxxx*.

This message appears for one of three reasons:

1. The function you are trying to access needs one or more files that are locked by another user on your system. When a file is locked, other users cannot access it during posts and other functions that need to keep the files intact.

2. The function you are trying to access needs one or more files that are not on your system. Use the Options and Interfaces function on the Resource Manager Company Setup menu to verify that the correct interfaces have been selected. If that does not correct the problem, get help from a support technician.

3. You are working with the wrong company. Return to the menu; then use the **Change Company (F5)** command to enter the ID you want.

In any case press **Enter** to get back to the menu, correct the problem, and select the function again.

Fractional years not allowed with sum-of-the-years'-digits method.

You can use the sum-of-the-years'-digits depreciation method only with assets whose depreciable life is measured in whole years.

Invalid date in *directory/file name*.

You must convert the old data files before you switch to European-format dates. Use the Company Information function on the Resource Manager Company Setup menu to switch back to the American-format dates, and reconvert the data.

Invalid entry. Value has opposite sign of acquisition cost.
Invalid entry. Value has opposite sign of base cost.
Invalid entry. Value has opposite sign of prior acquisition cost.

Assets can have either positive or negative value. If you enter a positive acquisition cost, subsequent values must be positive. If you enter a negative acquisition cost, subsequent values must be negative.

If you entered a positive or negative acquisition cost and saved the asset record, you cannot change a positive cost to a negative cost or vice versa. If you entered the cost in error, you must delete the asset record and reenter it.

No more years to depreciate.

The amount you enter in the Prior Years field cannot exceed the depreciable life of the asset.

Period depreciation is not computed.

You must use the Compute Period Depreciation function before you can use the Print Period Depreciation or Post Period Depreciation functions.

Unable to execute program *program*.

The system cannot run the program you selected from the menu. Make sure that the program displayed is present in the application's program directory and select the function again.

Unable to load menu record *menu* from file *file*.

The menu record for the application is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

YTD depreciation cannot exceed annual depreciation.

The amount in the YTD Depreciation field cannot exceed the amount in the Annual Depreciation field. Either increase the annual depreciation or decrease the year-to-date depreciation.

Glossary B

Accelerated Cost Recovery System (ACRS). The method prescribed by the IRS for calculating depreciation of most assets placed in service after 1980 but before 1987. The ACRS system is based on a four-type property classification scheme, with each property type subject to a fixed depreciation percentage for each year of the property's life. *See also* **MACRS**.

account. A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period. A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done within a particular accounting period.

accumulated depreciation taken. The portion of an asset's accumulated (prior year) depreciation that can be deducted from the owner's taxes. Accumulated depreciation taken is based in part on the percentage of business use. If an asset is used for business 100 percent of the time, all the depreciation accumulates in this field. If the asset is used for business less than 100 percent of the time, only the business portion of the depreciation accumulates in this field. *See also* **accumulated eligible depreciation**.

accumulated eligible depreciation. The total amount that an asset has depreciated before the current fiscal year for both business and nonbusiness use.

adjusted basis. The basis used to compute gain or loss on disposition of an asset for tax purposes.

Alternative Minimum Tax depreciation (A.M.T.). One of four sets of asset depreciation records provided by the Fixed Assets system. A.M.T. records are normally kept to provide an alternative way of calculating depreciation for federal tax purposes. *See also* **Book depreciation**, **FedTax depreciation**, *and* **Other depreciation**.

amortization. The systematic allocation of the cost of an asset over the accounting periods a company benefits from the asset. Amortization is used specifically in discussions of the attrition of intangible assets, but depreciation (of plant assets) and depletion (of wasting assets) are also forms of amortization.

application. A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Receivable, Inventory, or Payroll.

asset. An item of value, either owned or leased, that is expected to benefit future operations. *See also* **fixed asset**.

Asset Depreciation Range System (ADR). One of the methods prescribed by the IRS for calculating depreciation of assets placed in service before 1981. The ADR system was based on broad industry classes of assets and prescribed the range of useful asset lives available to taxpayers. ADR was a yearly election for the assets acquired in the year; once it was elected, the taxpayer was bound by ADR accounting and reporting rules for those assets.

asset ID. A user-assigned code that identifies an asset or group of assets.

asset tag number. An identification number placed on an asset during inventory and used for internal audit controls. The tag and number are used to make sure that the asset is not missed or counted more than once.

back up. To make a copy of data for archival purposes. For example, you would want to back up a history file before you purged history so that you could retrieve the data if you had to.

balloon payment. The final payment, larger than preceding payments, on a debt that is not fully amortized.

bonus depreciation. Extra depreciation that the government lets the taxpayer take (with some qualifications) during the first year of an asset's life.

Book depreciation. One of four sets of asset depreciation records provided by the Fixed Assets system. Book records are normally kept for your company's general ledger. *See also* **FedTax depreciation**, **Other depreciation**, *and* **A.M.T depreciation**.

capital asset. Property held by a taxpayer (except inventory held for sale), depreciable property used in trade or business (section 1231 assets), or trade accounts and notes receivable. Often the term refers to an investment in securities.

capital gain. A profit on the sale or exchange of a capital asset.

capitalization. The recording of expenditures that will benefit the company in a future period as assets rather than expenses.

capital lease. A lease that is treated by the lessee as both borrowing funds and acquiring an asset to be amortized. This lease is recorded as both an obligation on the company's books and as an asset.The lessor treats a capital lease as a sale in return for a series of future payments. *See also* **service lease**.

capital loss. A loss on the sale or exchange of a capital asset. A capital loss is deductible against only capital gains for tax purposes.

Class-Life System (CLS). A set of rules that determines lives for particular assets. These rules apply to assets acquired before 1971.

company. In OSAS, a business record associated with its own files, tables, and menu of applications.

convention. A rule determining when depreciation will begin (generally based on the date placed in service).

half year - a half year's depreciation is computed for the acquisition year and the retirement year

month after - depreciation starts the month after acquisition and ends the month after retirement

zero and full - no depreciation is taken in the year of acquisition, and a full year's depreciation is taken in the year of retirement

half and full - a half year's depreciation is taken in the year of acquisition, and a full year's depreciation is taken in the year of retirement

month of depreciation - depreciation begins in the month of acquisition and ends in the month of retirement

conversion. The process of updating existing files, programs, or applications to the current version. *See also* **installation**.

cost of replacement. The amount of money needed to replace the asset with a unit of equivalent utility.

cost of reproduction. The total amount of money it would take to duplicate an asset as it was when it was new, based on current market prices for materials and labor plus contractors' overhead, profit, and fees.

declining balance depreciation methods. A method of determining the periodic depreciation charge calculated by applying a multiple of the straight-line rate to the asset's unrecovered cost.

depreciable cost. The acquisition cost plus depreciable expenses related to the acquisition of the asset, minus the salvage value, 179 expensed amount, and other predepreciation deductions.

depreciation. The wearing out or loss of usefulness of assets whose cost of acquisition was a nondeductible capital expenditure. Tax law allows a taxpayer to spread the exhaustible capital expenditures over the assets' useful lives by periodic depreciation deductions.

discount rate. An interest rate used to convert future payments to present values.

effective tax rate. The total tax divided by the net income.

Energy Tax Credit. A tax credit (effective 1981–1986) for investing in qualifying energy property. Various properties qualified with various tax credit percentages.

estimated life. The expected useful life of an asset from the date it was placed in service to the projected retirement date.

expenditure. Payment of cash to obtain goods or services. If an expenditure has the potential to benefit the company in the future, it can be treated as an asset rather than an expense if capitalized. *See also* **capitalization**.

expired life. The time between the date the depreciation of the asset began and the current date. *See also* **remaining life**.

FedTax depreciation. One of four sets of asset depreciation records provided by the Fixed Assets system. FedTax records are normally kept for federal tax purposes. *See also* **Book depreciation**, **Other depreciation**, *and* **A.M.T. depreciation**.

field. A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.

file. A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. *See also* **table**.

fixed asset. Anything with a useful life of more than one year that is used to produce income and is not intended for sale. Also called *plant assets*, fixed assets include such things as buildings, machinery, land, and natural resources.

fixed principal. A loan type in which the principal amount applied to each payment remains the same while the payment amount varies each month.

function. A menu item that leads to a full screen. Most functions have a corresponding program. *See also* **program**.

gain realized. The positive difference between the amount received and the adjusted basis of a sold asset.

gain recognized. The portion of the realized gain considered in calculating taxable income.

general ledger. A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

improvement. Extraordinary repairs or maintenance of an asset such as an addition to a building that increases its value, extends its useful life, or both.

intangible property. Property such as copyrights and franchises. *See also* **tangible property**.

installation. The process of adding an application to an existing system. *See also* **conversion**.

interface. To join to another application for the purpose of having information entered in one application update information in another application's files.

investment tax credit. A reduction in income tax liability (effective 1981–1986) granted by the federal government for purchasing new or used depreciable property. The amount of the credit was limited to 10 percent of the eligible investment or to the taxpayer's tax liability, whichever was less.

ITC Elections. Three options for modifying the basis of investment tax credit property placed in service after 1982 and before 1987, or otherwise compensating for regular, energy, and certified historic-structure investment credits. The first reduced the original basis by half the ITC amount; the second reduced the percentage of the credit taken by two points without changing the original basis; the third took the whole ITC amount without changing the basis. The third method was valid only for assets placed in service before 1981.

journal. A chronological record of transactions.

journal entries. Transactions recorded in a journal.

lease. An agreement conveying the right to use a property, plant, or equipment for a stated period.

lessee. The person who leases the property.

lessor. The person who owns the leased property.

menu. A list of applications, functions, options, or other menus.

Modified Accelerated Cost Recovery System (MACRS). The method prescribed by the IRS for calculating depreciation on assets placed in service after 1986. The MACRS system is like the ACRS system, but it uses revised tables and different recovery rates. *See also* **ACRS**.

Other depreciation. One of four sets of asset depreciation records provided by the Fixed Assets system. Other records are normally kept for local tax purposes. *See also* **Book depreciation**, **FedTax depreciation**, *and* **A.M.T. depreciation**.

personal property. Machinery- or equipment–property that is not real estate. *See also* **real property**.

personal property tax. Taxes imposed on real estate, personal property, or both. Real estate taxes are calculated from assessed values and tax rates. Personal property tax on such things as machinery, equipment, office furniture, and vehicles is determined by cost figures summarized by type and age. Tax ratios based on these criteria can be applied to the original cost or to the unrecovered cost, depending on local rules.

plant assets. Buildings, machinery, equipment, land, and natural resources. *See also* **fixed asset**.

post. To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

program. A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. *See also* **function**.

property class code. A code that systematically breaks down assets from general to more specific categories. Here is an example:

1	office furniture and equipment
11	desks
12	computing equipment
121	calculators
122	computers
1221	word processing computers
1222	data processing computers
12221	peripherals
122211	printers
122212	terminals

Note that the codes become more specific as more digits are used.

purge. To remove from the system. *See also* **restore**.

real property. Land and in general anything erected on, growing on, or attached to land.

recapture of depreciation. The reversal of a previously taken depreciation expense. For example, suppose a company uses a half-year convention that takes no depreciation in the year of disposal. If the company disposes of an asset after four months, the Fixed Assets system will have posted four months' worth of depreciation expense to the general ledger. This amount must be recaptured since the convention stipulated that no depreciation was to be taken in the year of disposal.

recapture of investment tax credit. The reversal of a previously taken investment tax credit. If you retire an asset for which you have taken an investment tax credit before the end of its useful life, you must recapture the surplus credit. The surplus is calculated from the original investment credit taken multiplied by the appropriate percentage rate for the class of the property and the year of its useful life in which you disposed of it. The percentages are listed under the recapture rule in IRS publications on investment credit.

record. A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the file can sort information in terms of record IDs.

recovery. Depreciation according to IRS-endorsed rules.

rehabilitation credit. A tax credit (effective 1981–1986) granted for rehabilitating buildings or certified historic structures. The tax credit percentage was based on various factors such as the age of the property.

remaining life. The time between the present date and the end of an asset's depreciable life. *See also* **expired life**.

restore. To bring information back to its original place and condition. *See also* **purge**.

retirement. Eliminating the asset from the system—for example, through sale, trade, donation, abandonment, or casualty.

Rule of 78s. A method of calculating interest on a loan in which 12 months is divided into 78 interest periods. On a 12-month loan an individual would pay 12/78 interest in the first month.

Section 179 expense. A deduction that allows you to treat at least part of the cost of qualifying property as an ordinary expense rather than a capital expenditure in the first year it is placed in service. For more information, consult your accountant or financial controller.

service lease. A lease for a period considerably shorter than the usable life of the asset, in which the lessor is responsible for maintenance and taxes and the lessee does not acquire the asset at the end of the leased term. *See also* **capital lease**.

straight line depreciation method. A nonaccelerated depreciation method in which the acquisition cost of property is written off in equal amounts during the estimated useful life of the asset.

straight line loan type. Total interest expense spread evenly over the life of the loan.

sum-of-the-years'-digits depreciation method. An accelerated depreciation method in which annual depreciation is calculated by multiplying the acquisition cost of the asset less its estimated salvage value times a fraction. The numerator of the fraction is the number of years in the asset's remaining life (at the beginning of the year); the denominator is the sum of the years' digits. The Fixed Assets system uses an alternate method applying a factor to the unrecovered cost rather than to the original cost, which compensates for errors in calculating the depreciation from previous years and assures that the asset's unrecovered cost will be zero at the end of its useful life.

table. A grid that holds records and is visible. *See also* **file**.

tangible property. Property that can be seen or touched. *See also* **intangible property**.

Index

Numerics

179 Expense Schedule
    report, 7-35
179 Expenses Schedule, 7-28, 7-29

A

Abandon function key, 1-33
Access Codes
    parameter, 1-13
access codes
    company-specific, 3-12
    setting up, 3-12
    what to protect, 3-13
ACPRDxxx table, 3-9, 3-11, 3-12, 4-4, 4-5, 4-8, 5-7, 5-21, 7-41, 8-18, 8-19, 8-25
    screen, 8-26
adding an asset, 8-5
Additions Journal
    function, 1-6, 6-3
    produce before year-end, 7-41
    report, 6-5
adjusted cost, 8-12
alphabetical sorting, 3-3
    of numbers, 3-4
application interaction, 1-10
asset ID
    how to enter, 8-4
    parts of, 8-4
Asset Value Report
    function, 1-6, 6-11
    report, 6-12
    screen, 6-11
assets
    listed, 8-9
    retired, 6-8
    retiring, 8-35
assets records, 8-3

B

back up
    all files at once, 3-14
    data files, 3-13
    programs, 3-14
    using operating system commands, 3-14
    using Resource Manager, 3-14
    when to, 3-13
base applications
    definition, 1-3
bell
    turning on or off, 1-18, 1-34
books
    depreciating, 4-4

C

calculating depreciation, 4-3
changing an asset, 8-6
CNVTxxx table, 4-5
codes
    establishing a format, 3-4
    setting up, 3-4
    sorting, 3-3
Command help, 1-17, 1-33
    closing window, 1-17, 1-33
commands
    in-field editing, 1-35
    report, 1-38
    scroll region, 1-39
company
    access codes for, 3-12
company parameter, 1-13

Compute Period Depreciation
function, 1-8, 4-3, 4-8, 8-12, 8-22
conventions
report, 1-41
user's manual, 1-11
converting to OSAS version 5.0, 2-6
Credit Recapture Report
function, 7-19, 8-37
produce before year-end, 7-41
report, 7-21
screen, 7-19
Credit Summary Report
function, 7-15
produce before year-end, 7-41
report, 7-17
screen, 7-15
Ctrl + F function key, 1-34
Ctrl + G function key, 1-18, 1-34
Ctrl + V function key, 1-34
cursor
moving up or back one field, 1-34
selecting item, 1-37

D

Data File Conversion
function, 2-5, 2-6
data files
backing up, 3-13
delete
information on a screen, 1-33
line item, 1-39
deleting an asset, 8-7
depreciation
books, 4-4
generating initial values, 3-11
how current depreciation is calculated, 4-8
how it is calculated, 4-3
of active assets, 4-3
trial depreciation, 5-19
year-to-date, 4-3, 8-21
Depreciation Comparison Report
function, 7-3
produce before year-end, 7-41
report, 7-5
screen, 7-3
Depreciation subscreen, 3-11, 8-16, 8-39
screen, 8-16
Depreciation Summary Report
function, 7-11
produce before year-end, 7-41
report, 7-13
screen, 7-11
Depreciation Tables
defined, 3-10
function, 1-7, 3-10, 5-21, 8-31
Depreciation Tables function, 8-17
Depreciation Tables List
function, 9-11
list, 9-13
screen, 9-11
Depreciation Tax Report
179 Expense Schedule report, 7-35
179 Expenses Schedule, 7-28
function, 7-27
Listed Assets Schedule, 7-27
Listed Assets Schedule report, 7-34
New MACRS Assets Schedule, 7-28
New MACRS Assets Schedule report, 7-36
notes for Tax Form 4562 Summary, 7-31
Other Depreciation Schedule, 7-28
Other Depreciation Schedule report, 7-37
Tax Form 4562 Summary, 7-28
Tax Form 4562 Summary report, 7-38
deprecitaion
current, 4-3
detail lookup command, 1-38
Down Arrow
inquiry command, 1-37
report command, 1-39
scroll region command, 1-39

E

edit line item, 1-39
End
inquiry command, 1-36
report command, 1-38
scroll region command, 1-39
Enter
inquiry command, 1-37
scroll region command, 1-39

Esc
Command help, 1-17, 1-33
inquiry command, 1-37
exit
from inquiry window, 1-37
from report to menu, 1-38
from screen or window, 1-17, 1-34

F

F1 function key, 1-17, 1-22, 1-33
F2 function key, 1-33
F3
function key, 1-33
scroll region command, 1-39
F4
function key, 1-17, 1-33
F5
function key, 1-33
F6
function key, 1-34
F7
inquiry command, 1-37
report command, 1-38
F8 function key, 1-34
FAMAxxx file, 1-7, 1-8, 1-9, 3-7, 3-10, 5-20, 8-5, 8-6
FARJxxx file, 1-7, 1-8, 1-9, 8-35
FATAX file, 1-7, 1-8, 1-9
differences between versions of OSAS, 1-8
FATYPE table, 8-29
federal tax class, 8-9
file interaction, 1-8
File Maintenance
Depreciation Tables function, 8-31
Fixed Assets function, 8-3
menu, 1-5
Retire Assets function, 8-35
Tables function, 8-23
files
backing up, 3-13
FAMAxxx, 3-7, 3-10, 5-20, 8-5, 8-6
FARJxxx, 1-7, 8-35
FATAX, 1-7
GLMAxxx, 3-7, 8-15
Fixed Assets
adding an asset, 8-5
adjusted cost, 8-12
application interaction, 1-10
asset ID, 8-4
before you install, 2-3
changing an asset, 8-6
converting to version 5.0, 2-6
defined, 1-5
deleting an asset, 8-7
Depreciation subscreen, 3-11, 8-15, 8-16, 8-39
Depreciation subscreen screen, 8-16
depreciation tables, 3-10, 8-31
FAMAxxx file, 1-7
federal tax classes, 8-9
file interaction, 1-8
function, 1-7, 3-10, 3-12, 6-3, 8-3, 8-37, 9-3
General Information subscreen, 3-11, 8-8, 8-18, 8-27, 8-28
generating initial depreciation values, 3-11
grouping similar assets, 8-5
installation, 2-3
installing after General Ledger, 2-3
installing new version before converting, 2-5
interfaced to General Ledger, 3-9
interfaced with General Ledger, 1-10, 3-7, 4-3, 4-11, 6-3, 6-8, 6-11, 7-3, 7-8, 7-12, 7-16, 7-20, 7-24, 7-46, 8-15, 8-22, 9-3, 9-16
menu structure, 1-5
section 179 expense, 8-19
sequence number, 8-4
setting up, 3-10
setup checklist, 3-7
setup considerations, 2-5
suffix ID, 8-4
system requirements, 2-3
tables, 3-9, 8-23
tracking additions separately, 8-5
Valuation and Credits subscreen, 8-14, 8-19, 8-22
Valuation and Credits subscreen screen, 8-14
Valuations and Credits subscreen, 3-11, 4-8, 8-37
Fixed Assets General Information subscreen, 8-17
Fixed Assets List
function, 8-27, 8-28, 9-3
list, 9-5
screen, 9-3
Forecasting
Lease vs Buy Analysis function, 5-3

Loan Amortization function, 5-13
menu, 1-6
Trial Depreciation function, 5-19
function keys
Ctrl + F, 1-34
Ctrl + G, 1-18, 1-34
Ctrl + V, 1-34
Esc, 1-17, 1-33
F1, 1-33
F2, 1-17, 1-33
F3, 1-33
F4, 1-33
F5, 1-33
F6, 1-34
F7, 1-17, 1-34
F8, 1-34
PgDn, 1-34
PgUp, 1-18, 1-34
Shift + F2, 1-34
Tab, 1-18, 1-34
Up Arrow, 1-34

G

Gains and Losses Report
function, 7-7
produce before year-end, 7-41
report, 7-9
screen, 7-7
General Information subscreen, 3-11, 8-6, 8-8, 8-17, 8-18, 8-27, 8-28
summary screen, 8-6
viewing summary of, 8-6
General Ledger
installing before Fixed Assets, 2-3
interfaced with Fixed Assets, 1-10, 3-7, 3-9, 4-3, 4-11, 6-3, 6-8, 6-11, 7-3, 7-8, 7-12, 7-16, 7-20, 7-24, 7-46, 8-15, 8-22, 9-3, 9-16
generating initial depreciation values, 3-11
GLJRxxx file, 4-11, 4-12
GLMAxxx file, 1-10, 3-7, 8-15
grouping similar assets, 8-5

H

Help function key, 1-33
Home
inquiry command, 1-37
report command, 1-38
scroll region command, 1-39

I

IDs
establishing a format, 3-4
setting up, 3-4
sorting, 3-4
Information function key, 1-34
Information menu
accessing, 1-34
Inquiry
function key, 1-33
partial-key, 1-36, 1-37
inquiry commands
Down Arrow, 1-37
End, 1-36
Enter, 1-37
Esc, 1-37
F7, 1-37
Home, 1-37
Ins, 1-37
PgDn, 1-36
PgUp, 1-36
Up Arrow, 1-37
Ins
inquiry command, 1-37
scroll region command, 1-39
Insert line item, 1-39
Install Applications
function, 2-3, 2-5
installing Fixed Assets, 2-3
setup considerations, 2-5
inventory search commands, 1-37
Shift + F5, 1-38
Shift + F6, 1-38
Shift + F7, 1-38
Shift + F8, 1-38
inventory tags, 8-9
IRS, 3-10, 7-15, 7-19, 7-27, 7-28, 7-30, 7-31, 7-32, 8-31, 8-34, 8-37
item description lookup command, 1-38

J

Jump function key, 1-18, 1-34

L

Lease vs Buy Analysis
- function, 1-6, 5-3
- report, 5-10, 5-11, 5-12
- screen two, 5-6

Left Arrow
- report command, 1-38

List
- function key, 1-34
- to printer or file, 1-34

listed assets, 8-9

Listed Assets Schedule, 7-27, 7-29
- report, 7-34

Loan Amortization
- function, 1-6, 5-13
- schedule, 5-17, 5-18

LOCATxxx table, 3-9, 6-4, 6-11, 7-4, 7-12, 7-16, 8-13, 8-27, 9-4
- screen, 8-28

Look Up inquiry command, 1-37

lot-item lookup command, 1-38

M

Maintenance
- function key, 1-34

manual
- conventions, 1-11
- organization, 1-11

Master File Lists
- Depreciation Tables List, 9-11
- Fixed Assets List, 9-3
- menu, 1-7
- Retired Assets List, 9-15
- Tables List, 9-7

Menus
- conventions, 1-13
- Information, 1-34
- Other Command, 1-17, 1-33

Modified Accelerated Cost Recovery System (MACRS), 7-27

N

New MACRS Assets Schedule, 7-28
- report, 7-36

New MACRS Schedule, 7-29

numbers
- alphabetical sorting, 3-4

O

Options and Interfaces
- function, 1-10, 3-7, 3-8, 3-9

OPTxxx table, 8-23

OSAS
- conventions, 1-12
- FATAX file and different system versions, 1-8
- general information, 1-3
- running, 1-12
- setup considerations, 2-5
- structure, 1-3

Other Command menu
- accessing, 1-17, 1-33

Other Depreciation Schedule, 7-28, 7-30
- report, 7-37

Other function key, 1-33

output device
- printer, 1-42

P

parameters
- access code, 1-13
- command to start OSAS, 1-12
- company ID, 1-13
- format, 1-13
- general expression, 1-13
- order, 1-13
- terminal ID, 1-13

partial-key inquiry, 1-36, 1-37

Percent of Business Use Report
- function, 7-45
- produce after year-end, 7-43
- screen, 7-46

period depreciation
- computing before printing, 4-8

Period Depreciation Journal
- function, 4-12
- notes on the journal, 4-8

report, 4-9
Period Work
Compute Period Depreciation function, 4-3
menu, 1-5
Post Period Depreciation function, 4-11
Print Period Depreciation function, 4-7
PgDn
function key, 1-34
inquiry command, 1-36
report command, 1-38
scroll region command, 1-39
PgUp
function key, 1-34
inquiry command, 1-36
report command, 1-38
scroll region command, 1-39
Post Period Depreciation
before you post, 4-12
function, 1-8, 4-3, 4-11, 8-21, 8-22, 8-37
T accounts, 4-11
Post Period Depreciation Journal
function, 4-7
log, 4-14, 4-15
posting to General Ledger, 4-11
Print Period Depreciation
function, 4-7
printing
screen contents, 1-34
printing tables, 8-30
Proceed function key, 1-34
programs
backing up, 3-14
Property Assessment Schedule
function, 7-23
produce before year-end, 7-41
report, 7-25
screen, 7-23

Q

Quick entry
turning on or off, 1-34

R

report commands, 1-38
Down Arrow, 1-39
End, 1-38
Exit, 1-38
F7, 1-38
Home, 1-38
PgDn, 1-38
PgUp, 1-38
Right Arrow, 1-38
Tab, 1-38
Up Arrow, 1-39
Report Writer, 2-3, 8-23
tables, 8-29
Reports
Additions Journal, 6-3
Asset Value Report, 6-11
conventions, 1-41
including all information, 1-41
limiting information, 1-41
menu, 1-6
Retirements Journal, 6-7
selecting information for, 1-41
Resource Manager
Data File Conversion function, 2-5, 2-6
Install Applications function, 2-3, 2-5
Options and Interfaces function, 3-8
Retire Assets
function, 1-7, 1-9, 8-10, 8-35
retiring part of a multiple-unit asset, 8-38
retired assets, 6-8, 7-7
asset ID plus sequence number, 8-35
Retired Assets List
function, 1-7, 8-35, 9-15
list, 9-17
screen, 9-15
retirement
defined, 8-35
Retirements Journal
different than Retired Assets List, 9-15
function, 1-6, 1-7, 6-7, 8-35
produce before year-end, 7-41
report, 6-9
screen, 6-7
Right Arrow
report command, 1-38
RWCNVT table, 8-30

S

scroll region commands, 1-39
    Down Arrow, 1-39
    End, 1-39
    Enter, 1-39
    F3, 1-39
    Home, 1-39
    Ins, 1-39
    PgDn, 1-39
    PgUp, 1-39
    Up Arrow, 1-39
section 179 expense, 8-19
sequence number, 6-8, 8-4
serial number-item lookup, 1-38
setup checklist, 3-7
Shift + F2 function key, 1-34
Shift + F5 inventory search command, 1-38
Shift + F6 inventory search command, 1-38
Shift + F7 inventory search command, 1-38
Shift + F8 inventory search command, 1-38
sorting
    alphabetical, 3-3
    codes and IDs, 3-3
    principles of, 3-3
Start Over function key, 1-18, 1-34
status
    active, 8-10
    new, 8-10
    retired, 8-10, 8-35
    suspended, 8-10
suffix ID, 8-4

T

Tab
    function key, 1-34
    report command, 1-38
Tables
    depreciation tables, 8-31
    FATYPE, 8-29
    function, 8-23
    LOCATxxx, 8-27
    LOCATxxx screen, 8-28
    printing, 8-30
    Report Writer tables, 8-29
    RWCNVT, 8-30
    screen, 8-24
    TAXDTxxx, 8-28, 8-29
    TAXDTxxx screen, 8-29
tables, 3-9
    ACPRDxxx, 3-9, 3-11, 3-12, 4-4, 4-5, 4-8, 5-7, 5-21, 7-41, 8-18, 8-19, 8-25
    CNVTxxx, 4-5
    depreciation tables, 3-10
    LOCATxxx, 3-9, 6-4, 6-11, 7-4, 7-12, 7-16, 8-13, 9-4
    OPTxxx, 8-23
    TAXDTxxx, 3-9, 7-23, 8-13
Tables List
    function, 9-7
    list, 9-9
    screen, 9-7
Tax Form 4562 Summary, 7-28, 7-30
    notes on line calculations, 7-31
    report, 7-38
TAXDTxxx table, 3-9, 7-23, 8-13, 8-28, 8-29
    screen, 8-29
terminal
    parameter, 1-13
toggle
    between halves of reports, 1-38
Tools of the Trade
    definition, 1-4
tracking additions separately, 8-5
Trial Depreciation
    function, 1-6, 5-19

U

Up Arrow
    function key, 1-34
    inquiry command, 1-37
    report command, 1-39
    scroll region command, 1-39
user's manual
    conventions, 1-11
    organization, 1-11

V

Valuation and Credits subscreen, 3-11, 4-8, 8-14, 8-19, 8-22, 8-37
    function, 4-11
Valuations and Credits subscreen

screen, 8-14
Verification function key, 1-34
View inquiry command, 1-37

Y

Year-End
179 Expenses Schedule, 7-28
after year-end, 7-43
Credit Recapture Report, 7-19
Credit Summary Report, 7-15
Depreciation Comparison Report, 7-3
Depreciation Summary Report, 7-11
Depreciation Tax Report, 7-27
Gains and Losses Report, 7-7
Listed Assets Schedule, 7-27
menu, 1-6
New MACRS Assets Schedule, 7-28
Other Depreciation Schedule, 7-28
Percent of Business Use Report, 7-45
Property Assessment Schedule, 7-23
Tax Form 4562 Summary, 7-28
Year-End Maintenance function, 7-41
Year-End Maintenance
after year-end, 7-43
before processing year-end, 7-41
function, 1-7, 1-8, 4-3, 6-7, 7-7, 7-41, 8-21, 8-35
log, 7-44
screen, 7-42
year-to-date depreciation, 8-21